

ANCIENT CONSTITUTIONS

THE CHARGES OF A FREE-MASON

Extracted from the ancient Records of Lodges beyond Sea, and of those in England, Scotland, and Ireland, for the Use of the Lodges in London: To be read At the making of New Brethren, or when the Master shall order it.

The General Health, viz.

- I. Of God and Religion.
- II. Of the Civil Magistrate supreme and subordinate.
- III. Of Lodges.
- IV. Of Masters, Wardens, Fellows, and Apprentices.
- V. Of the Management of the Craft in working.
- VI. Of Behaviour, viz.
 1. In the Lodge while constituted.
 2. After the Lodge is over and the Brethren not gone.
 3. When Brethren meet without Strangers, but not in a Lodge.
 4. In Presence of Strangers not Masons.
 5. At Home, and in the Neighbourhood.
 6. Towards a strange Brother.

I. Concerning God and Religion.

A Mason is oblig'd, by his Tenure, to obey the moral Law; and if he rightly understands the Art, he will never be a stupid Atheist, nor an irreligious Libertine. But though in ancient Times Masons were charg'd in every Country to be of the Religion of that Country or Nation, whatever it was, yet 'tis now thought more expedient only to oblige them to that Religion in which all Men agree, leaving their particular Opinions to themselves; that is, to be good Men and true, or Men of Honour and Honesty, by whatever Denominations or Persuasions they may be distinguish'd; whereby Masonry becomes the Center of Union, and the Means of conciliating true Friendship among Persons that must have remain'd at a perpetual Distance.

II. Of the Civil Magistrate Supreme and Subordinate.

A Mason is a peaceable Subject to the Civil Powers, wherever he resides or works, and is never to be concern'd in Plots and Conspiracies against the Peace and Welfare of the Nation, nor to behave himself undutifully to inferior Magistrates; for as Masonry hath been always injured by War, Bloodshed, and Confusion, so ancient Kings and Princes have been much dispos'd to encourage the Craftsmen, because of their Peaceableness and Loyalty, whereby they practically answer'd the Cavils of their Adversaries, and promoted the Honour of the Fraternity, who ever flourish'd, in Times of Peace. So that if a Brother should be a Rebel against the State, he is not to be countenanc'd in his Rebellion, however he may be pitied as an unhappy Man; and, if convicted of no other crime, though the loyal Brotherhood must and ought to disown his Rebellion, and give no Umbrage or Ground of political Jealousy to the Government for the time being; they cannot expel him from the Lodge, and his Relation to it remains indefeasible.

III. Of Lodges.

A lodge is a Place where Masons assemble and work: Hence that Assembly, or duly organiz'd Society of Masons, is call'd a Lodge, and every Brother ought to belong to one, and to be subject to its By-Laws and the General Regulations. It is either particular or general, and will be best understood

by attending it, and by the Regulations of the General or Grand Lodge hereunto annex'd. In ancient Times, no Master or Fellow could be absent from it, especially when warn'd to appear at it, without incurring a severe Censure, until it appear'd to the Master and Wardens, that pure Necessity hinder'd him.

The Persons admitted Members of a Lodge must be good and true Men, free-born, and of a mature and discreet age, no Bondmen, no Women, no immoral or scandalous Men, but of good Report.

IV. Of Masters, Wardens, Fellows, and Apprentices.

All Preferment among Masons is grounded upon real Worth and Personal Merit only; that so the Lords may be well served, the Brethren not put to shame, or the Royal Craft despis'd: Therefore no Master or Warden is chosen by Seniority, but for his Merit. It is impossible to describe these things in writing, and every Brother must attend in his Place, and learn them in a way peculiar to this Fraternity: Only candidates may know, that no Master should take an Apprentice, unless he has sufficient employment for him, and unless he be a perfect Youth, having no Maim or Defect in his Body, that may render him incapable of learning the Art, of serving his Master's Lord, and of being made a Brother, and then a Fellow-Craft in due time, even after he has served such a Term of Years as the Custom of the Country directs; and that he should be descended of honest Parents; that so, when otherwise qualify'd, he may arrive to the Honour of being the Warden, and then the Master of the Lodge, the Grand Warden, and at length the Grand Master of all the lodges, according to his Merit.

No Brother can be a Warden until he has pass'd the part of a Fellow-Craft; nor a Master until he has acted as a Warden, nor Grand Warden until he has been Master of a Lodge, nor Grand Master unless he has been a Fellow-Craft before his Election, who is also to be nobly born, or a Gentleman of the best Fashion, or some eminent Scholar, or some curious Architect, or other Artist, descended of honest Parents, and who is of singular great Merit in the Opinion of the Lodges. And for the better, and easier, and more honourable Discharge of his Office, the Grand Master has a Power to chuse his own Deputy Grand Master, who must then, or must have been formerly, the Master of a particular Lodge, and has the Privilege of acting whatever the Grand Master, his Principal, should act, unless the said Principal be present, or interpose his Authority by a letter.

These Rulers and Governors, supreme and subordinate, of the ancient Lodge, are to be obey'd in their respective Stations by all the Brethren, according to the old Charges and Regulations, with all Humility, Reverence, Love, and Alacrity.

V. Of the Management of the Craft in Working.

All Masons shall work honestly on working Days, that they may live creditably on holy Days; and the time appointed by the Law of the Land, or confirm'd by Custom, shall be observ'd.

The most expert of the Fellow-Craftsmen shall be chosen or appointed Master, or Overseer of the Lord's work; who is to be call'd Master by those that work under him. The Craftsmen are to avoid an ill Language, and to call each other by no disobliging Name, but Brother or Fellow; and to behave themselves courteously within and without the Lodge.

The Master, knowing himself to be able of Cunning, shall undertake the Lord's Work as reasonably as possible, and truly dispend his Goods as if they were his own; nor to give more Wages to any Brother or Apprentice than he really may deserve.

Both the Master and the Masons receiving their Wages justly, shall be faithful to the Lord, and honestly finish their Work, whether Task or Journey; nor put the Work to Task that hath been accustom'd to Journey.

None shall discover Envy at the Prosperity of a Brother, nor supplant him, or put him out of his Work, if he be capable to finish the same; for no Man can finish another's Work so much to the Lord's profit, unless he be thoroughly acquainted with the Designs and Drafts of him that began it.

When a Fellow-Craftsman is chosen Warden of the Work under the Master, he shall be true both to Master and Fellows, shall carefully oversee the Work in the Master's Absence to the Lord's Profit; and his Brethren shall obey him.

All Masons employ'd, shall meekly receive their Wages without Murmuring or Mutiny, and not desert the Master till the Work is finish'd.

A younger Brother shall be instructed in Working, to prevent spoiling the Materials for want of judgment, and for encreasing and continuing of Brotherly Love.

All the Tools used in Working shall be approved by the Grand Lodge.

No Labourer shall be employ'd in the proper Work of Masonry; nor shall Free Masons work with those that are not free, without an urgent Necessity; nor shall they teach Labourers and unaccepted Masons, as they should teach a Brother or Fellow.

VI. Of Behavior, viz:

1. In the Lodge while Constituted.

You are not to hold private Committees, or separate Conversation, without Leave from the Master, nor to talk of anything impertinent or unseemly, nor interrupt the Master or Wardens, or any Brother speaking to the Master: Nor behave yourself ludicrously or jestingly while the Lodge is engaged in what is serious and solemn; nor use any unbecoming Language upon any Pretense whatsoever; but to pay due Reverence to your Master, Wardens, and Fellows, and put them to worship.

If any Complaint be brought, the Brother found guilty shall stand to the Award and Determination of the Lodge, who are the proper and competent Judges of all such Controversies, (unless you carry it by Appeal to the Grand Lodge) and to whom they ought to be referr'd, unless a Lord's Work be hinder'd the meanwhile, in which Case a particular Reference may be made; but you must never go to Law about what concerneth Masonry, without an absolute Necessity apparent to the Lodge.

2. Behaviour after the Lodge is over and the Brethren not gone.

You may enjoy yourself with innocent Mirth, treating one another according to Ability, but avoiding all Excess, or forcing any Brother to eat or drink beyond his Inclination, or hindering him from going when his Occasions call him, or doing or saying anything offensive, or that may forbid an easy and free Conversation; for that would blast our Harmony, and defeat our laudible Purposes. Therefore no private Piques or Quarrels must be brought within the Door of the Lodge, far less any Quarrels about Religion, or Nations, or State Policy, we being only, as Masons, of the Catholick Religion above mention'd, we are also of all Nations, Tongues, Kindreds, and Languages, and are resolv'd against all Politicks, as what never yet conduc'd to the Welfare of the Lodge, nor ever will. This Charge has always been strictly enjoin'd and observ'd; but especially ever since the Reformation in Britain, or the Dissent and Secession of these Nations from the Communion of Rome.

3. Behaviour when Brethren meet without Strangers, but not in a Lodge form'd.

You are to salute one another in a courteous manner, as you will be instructed, calling each other Brother, freely giving mutual Instruction as shall be thought expedient, without being overseen or overheard, and without encroaching upon each other, or derogating from that Respect which is due any Brother, were he not a Mason: For though all Masons are as Brethren upon the same Level, yet Masonry takes no Honour from a Man that he had before; nay rather it adds to his Honour, especially if he has deserv'd well of the Brotherhood, who must give Honour to whom it is due, and avoid ill manners.

4. Behaviour in Presence of Strangers not Masons.

You should be cautious in your Words and Carriage, that the most penetrating Stranger shall not be able to discover or find out what is not proper to be intimated; and sometimes you shall divert a Discourse, and manage it prudently for the Honour of the worshipful Fraternity.

5. Behaviour at Home, and in your Neighbourhood.

You are to act as becomes a moral and wise Man; particularly, not to let your Family, Friends, and Neighbours know the Concerns of the Lodge; but wisely to consult your own Honour, and that of the

ancient Brotherhood, for Reasons not to be mention'd here. You must also consult your Health, by not continuing together too late, or too long from home, after Lodge Hours are past; and by avoiding of Gluttony or Drunkenness, that your Families be not neglected or injured, nor you disabled from working.

6. Behaviour towards a strange Brother.

You are cautiously to examine him, in such a Method as Prudence shall direct you, that you may not be impos'd upon by an ignorant false Pretender, whom you are to reject with Contempt and Derision, and beware of giving him any Hints of Knowledge.

But if you discover him to be a true and genuine Brother, you are to respect him accordingly; and if he is in want, you must relieve him if you can, or else direct him how he may be reliev'd: You must employ him some Days, or else recommend him to be employ'd. But you are not charged to do beyond your Ability, only to prefer a poor Brother, that is a good Man and true, before any other poor People in the same Circumstances.

Finally, All these Charges you are to observe, and also those that shall be communicated to you in another way; cultivating Brotherly Love, the Foundation and Cape-stone, the Cement and Glory of this ancient Fraternity, avoiding all Wrangling and Quarreling, all Slander and Backbiting, nor permitting others to slander any honest Brother, but defending his Character, and doing him all good Offices, as far as is consistent with your Honour and Safety, and no farther. And if any of them do you Injury, you must apply to your own or his Lodge; and from thence you may appeal to the Grand Lodge at the Quarterly Communication, and from thence to the annual Grand Lodge, as has been the ancient laudible Conduct of our Fore-Fathers in every Nation; never taking a legal Course but when the Case cannot be otherwise decided, and patiently listening to the honest and friendly Advice of Master and Fellows, when they would prevent you going to Law with Strangers, or would excite you to put a speedy Period to all Law-Suits, that so you may mind the Affair of Masonry with the more Alacrity and Success; but with respect to Brothers or Fellows at Law, the Master and Brethren should kindly offer their Mediation, which ought to be thankfully submitted to by the contending Brethren; and if that Submission is impracticable, they must however carry on their Process, or Law-Suit, without Wrath and Rancor (not in the common way) saying or doing nothing which may hinder Brotherly Love, and good Offices to be renew'd and continu'd; that all may see the benign Influence of Masonry, as all true Masons have done from the Beginning of the World, and will do to the End of Time.

Amen so mote it be.

NOTE: This copy of the old Charges of a Freemason has been newly collated with a facsimile reproduction of the original edition of Anderson's **Constitutions** published in London in 1723. It agrees with the original in all matters of spelling, punctuation, and initial capitalization. It does not reproduce the typographical vagaries of the original, however, in the use of bold face, italics, and small capitals, nor does it use the antique form of the letter "s" found in Anderson.

CONSTITUTION OF THE GRAND LODGE

PREAMBLE

Whereas, a Grand Lodge is the sovereign, legislative, judicial, and executive power of a territorial jurisdiction of Ancient, Free, and Accepted Masons, with an inherent power to form a constitution as its fundamental law and to prescribe such other laws and regulations for good government as its wisdom may direct; *provided, always*, that the Ancient Landmarks and usages of Freemasonry be maintained inviolate; therefore, in harmony with the universally recognized principle of sovereignty and independence, the Grand Lodge of Iowa, having in view a more clearly defined law of constitutional right and authority to be aided by the enactment of a more perfect system of laws and regulations for its own government and that of its subordinates, does hereby establish and promulgate the following as the constitutional law of its jurisdiction.

ARTICLE I NAME AND STYLE

This Grand Lodge is styled and known as the GRAND LODGE OF IOWA OF ANCIENT, FREE, AND ACCEPTED MASONS.

ARTICLE II JURISDICTION, POWERS, AND DUTIES

Section 1. SUPREME MASONIC POWER.

This Grand Lodge is the supreme Masonic power, legislative, executive, and judicial over its chartered lodges in the State of Iowa, limited only by the Ancient Landmarks of the Order and by the provisions of the Code.

Section 2. POWERS, PREROGATIVES, DUTIES.

Among its powers, prerogatives, and duties, not however to be construed as any limitation thereof, are the following:

a. It may enact such laws, rules, and regulations as it may consider necessary or desirable to meet the needs of the Craft in this Grand Jurisdiction.

b. It has supreme and exclusive jurisdiction in all of its chartered lodges over the degrees of Entered Apprentice, Fellow Craft, and Master Mason within the State of Iowa.

c. It has the power to grant or authorize the granting of Dispensations, to charter and constitute new lodges, and to suspend or revoke Charters of its subordinate lodges.

d. The Grand Lodge shall, by appropriate legislation, secure to every non-affiliate Master Mason of good moral character and good Masonic standing residing in this Grand Jurisdiction the right to petition for membership in any lodge in this jurisdiction upon such terms and conditions as will best subserve the honor of the Craft and promote and maintain harmony and good fellowship.

e. Its judicial powers are:

1. Original: which include the decision of all controversies between lodges or

between a lodge and a member of another lodge, discipline of its own members, and discipline of the members of the Craft for unmasonic conduct within the State where subordinate lodges have not jurisdiction, or fail through neglect or otherwise to enforce discipline when they have jurisdiction.

2. Appellate: which embrace the review of all matters of controversy or discipline, proper for Masonic investigation, which have arisen in any of the lodges.

Section 3. DUTIES.

a. It is declared to be the duty of the Grand Lodge to engage actively in works of benevolence and charity, primarily among the members of the Fraternity but not limited to them. Its charities shall extend generally to all who may be in need.

b. It recognizes its obligation as a member of the Masonic Service Association of the United States to relieve distress everywhere, but such membership shall not limit its charities and benevolences.

c. The Grand Lodge recognizes its educational obligation not only to the Craft but also to nonmembers. Its Library is for the use of every seeker for light and information.

ARTICLE III MEMBERSHIP

The members of the Grand Lodge are and shall be:

- a. Each of its officers.
- b. Each past elective officer while a member of one of its subordinate lodges.
- c. Each member of each of its boards and standing committees.
- d. The Master and the Wardens of each of its chartered lodges.

ARTICLE IV OFFICERS

Section 1. NAMES.

The officers of the Grand Lodge shall be:

a. **Elective.** A Grand Master, a Senior Grand Warden, a Junior Grand Warden, a Grand Treasurer, a Grand Secretary, and three Custodians of the Work.

b. **Appointive.** A Deputy Grand Master, a Deputy Grand Secretary, a Grand Chaplain, a Grand Marshal, a Senior Grand Deacon, a Junior Grand Deacon, a Senior Grand Steward, a Junior Grand Steward, and a Grand Tyler.

c. **Supernumerary Officers.** The Grand Master may, at his discretion, appoint a Grand Musician, whose duties shall correspond with his title.

d. **Past Elective Officers.** All past elective officers of this Grand Lodge who are members in good standing of a subordinate lodge of this Grand Jurisdiction.

Section 2. ELECTION.

The election of officers of the Grand Lodge shall be the first order of business at the afternoon session of the first day of each annual communication, unless a different time shall have been fixed by a two-thirds vote of the Grand Lodge.

Section 3. APPOINTMENT.

The appointive officers of the Grand Lodge, save the Deputy Grand Secretary, shall be appointed by the Grand Master. Subject to the approval of the Grand Master, the Grand Secretary shall appoint his deputy.

Section 4. TERMS.

a. All officers (except Custodians of the Work and those officers provided for in Section 1d of this Article) shall hold office until the next regular communication of the Grand Lodge and until their successors are duly chosen and installed.

b. Custodians of the Work shall hold office for the term of six years. Each of those now in office shall fill out the term for which he was elected, when a successor shall be elected to serve for the ensuing six years.

Section 5. CUSTODIANS — ORGANIZATION.

The Custodians of the Work shall constitute a Board of Custodians, and they shall select from their number a Chairman and a Secretary to serve during the pleasure of the Board.

Section 6. QUALIFICATIONS.

a. Lodge Membership. Each officer and member of the Grand Lodge must be a member of some lodge within its jurisdiction. The termination of such membership shall terminate his office and membership in the Grand Lodge; provided, that a change of membership direct from one lodge to another of the jurisdiction shall not terminate office or membership within the meaning of this section, and provided, further, that a renewal of membership in a subordinate lodge shall restore any permanent membership in the Grand Lodge which may have been lost by cessation of subordinate lodge membership.

b. Past Master. No brother shall be eligible for the office of Grand Master, Deputy Grand Master, or Grand Warden who is not a Master or a Past Master of a subordinate lodge chartered by the Grand Lodge.

c. Past Grand Officers. A Past Grand Officer may hold office in a subordinate lodge, and this shall not deprive him of his rights in the Grand Lodge as a Past Grand Officer.

Section 7. TITLES.

a. The title of the Grand Master shall be: *Most Worshipful*; that of the Deputy Grand Master, Grand Wardens, Grand Treasurer, Grand Secretary, and Grand Chaplain shall be: *Right Worshipful*; and that of all other officers of the Grand Lodge: *Worshipful*.

b. The title is a personal one which attaches to a brother by virtue of his having acquired the office and of which he is not divested when his term of office expires. In formal lists and introductions the title precedes the name of the brother holding or having held the office, as "Most Worshipful Brother George Brown, Grand Master" or "Past Grand Master," as the case may be. In addressing the officer while occupying his station or place, the personal name is omitted, as "Most Worshipful Grand Master." When the officer is referred to but not addressed, the title is omitted, as "The Grand Master has ruled."

c. Honorary Titles. No Iowa Mason shall hereafter be made an Honorary Past Grand Lodge Officer in this Grand Lodge; provided, the prohibition shall not apply to existing titles.

Section 8. VACANCIES.**a. How Caused.**

1. An office in the Grand Lodge shall become vacant when the incumbent resigns or ceases to be a member of a lodge in this Grand Jurisdiction.

2. The Office of Grand Master shall also become vacant if the incumbent moves

from the State. The Grand Master may declare any other office in the Grand Lodge or any office in a subordinate lodge vacant if the incumbent moves from the jurisdiction of the lodge (Grand or subordinate) of which he is an officer.

b. How Filled.

1. Grand Master's Appointments. Except as otherwise provided, all vacancies in office of the Grand Lodge shall be filled by appointment by the Grand Master.

2. Grand Secretary's Appointment. A vacancy in the office of Deputy Grand Secretary shall be filled by appointment by the Grand Secretary subject to the approval of the Grand Master.

3. In case of the Grand Master's death, resignation, or inability to act, the duties of his office shall devolve successively on the Warden whose office is not vacant, and for that purpose the rank of such Warden shall be in the following order: Senior Grand Warden, Junior Grand Warden.

4. Custodians of the Work. Vacancies on the Board of Custodians may be filled by the remaining member or members. Such appointee or appointees shall hold office until the next regular communication of the Grand Lodge when the vacancy or vacancies shall be filled by election, the election to be for the unexpired term or terms.

ARTICLE V COMMUNICATIONS AND VOTING

Section 1. REGULAR.

The Grand Lodge shall hold one regular communication each year commencing on the third Friday of September at a time designated by the Grand Master. On Thursday preceding the regular Grand Lodge Communication, the Custodians shall hold a School of Instruction in the Ritual to be known as the Grand Lodge School.

Section 2. SPECIAL.

A special communication may be ordered by the Grand Master whenever he deems it necessary for the welfare of the Fraternity. The Grand Lodge may not be opened on Sunday except for the purpose of Masonic burials, or other ceremonies pertaining exclusively to the dead, or for the purpose of performing a cornerstone laying ceremony. *(Amended 2007)*

Section 3. QUORUM.

Representatives from at least fifty (50) different lodges must be present at any regular or special communication of the Grand Lodge to constitute a quorum for the transaction of business. On occasions of ceremony only, the Grand Master or his duly authorized representative, with a sufficient number of brethren to fill the stations and places, may at any time open the Grand Lodge and perform the ceremonies for which it shall be convened.

Section 4. PLACE OF MEETING.

The Grand Lodge shall hold its annual communication in the following cities in the order named: Sioux City, Davenport, Waterloo, Des Moines, and Cedar Rapids, provided, however, the Grand Master, for good cause which may seem to him sufficient, may change the place of meeting, or change may be made by Grand Lodge if done three years in advance.

Section 5. PROXIES.

The Masters and Wardens of the chartered lodges may be represented by proxies. Each proxy must belong to the same lodge as his principal. A proxy does not by virtue of such appointment become a member of the Grand Lodge. He shall, before acting, produce and file with the Committee on Credentials, his written appointment signed by his principal.

Section 6. METHOD OF VOTING.

a. Classified. Voting in the Grand Lodge shall be:

1. By paper ballot.
2. By show of hands.

b. Paper Ballot. The first method shall obtain in all cases of election of officers and in the selection of a place to hold the Grand Lodge, except that by unanimous consent the second method may be used.

c. Show of Hands. In all other cases the second method shall obtain, unless the Grand Master shall order or fifteen (15) members concur in a demand for vote by ballot, in which case the vote shall be by ballot.

Section 7. LODGE VOTES - HOW CAST.

In voting by ballot, each lodge is entitled to cast three votes through its representative or representatives in attendance. If three representatives of a lodge are in attendance, each shall cast one vote. If two representatives are in attendance, the representative highest in rank shall cast two votes and the other representative or proxy shall cast one vote. If only one representative or proxy is in attendance, he shall cast three votes. If a blank ballot is cast, it shall not be counted.

Section 8. OTHER MEMBERS.

Other members of the Grand Lodge in attendance are entitled to one vote each.

Section 9. TWO CAPACITIES.

If a representative in attendance for his lodge is also a member of the Grand Lodge by virtue of his past or present official rank, he may vote in each capacity, when the vote is by ballot. Outside of his vote as a lodge representative, however, he shall have but one vote.

ARTICLE VI LAWS OF THE GRAND LODGE

The laws of this Grand Lodge are the **Written Law** and the **Unwritten Law**.

Section 1. WRITTEN LAW - CODE.

The written law of the Grand Lodge is to be found only in the Code and in subsequent enactments of Grand Lodge.

Section 2. UNWRITTEN LAW.

The unwritten law consists of the time-honored customs and usages of Ancient, Free and Accepted Masons, of general recognition, which are not repugnant to the written law.

Section 3. FORMER ENACTMENTS.

Former enactments of Grand Lodge not embraced herein have lost their force and

effect as written law, but they may still have force as unwritten law is comprehended within the definition of such unwritten law given in the preceding section.

Section 4. SUSPENSION OF LAW FORBIDDEN.

Neither the Grand Lodge nor a subordinate lodge can suspend any law. Nor shall any Master or Grand Master suspend the operation of legally enacted law, unless by law expressly authorized. The law can be rendered inoperative only by formal repeal.

ARTICLE VII REVENUES

Section 1. SUPPORT OF GRAND LODGE.

The Grand Lodge may provide for its support by duly enacted law, as follows:

- a. By assessment upon and collection of annual dues from the membership of the lodges.
- b. By fees for the degrees and admission to membership.
- c. By fees for Dispensations and Charters, and for other services of its officers.
- d. It is provided, however, that no assessment shall be made upon the membership of the lodges save for annual dues.

Section 2. SUPPORT FOR SUBORDINATE LODGES.

The Grand Lodge may provide for the support of its subordinate lodges by duly enacted law, as follows:

- a. By fixing a minimum fee for the degrees and for admission to membership.
- b. By requiring each lodge to collect from its membership annual dues, and to that end the minimum amount may be prescribed.

Section 3. SUBORDINATE LODGE DEBTS OR OBLIGATIONS.

The Grand Lodge is in no sense responsible for the payment of the debts or obligations of subordinate lodges, but it may provide that available assets of a lodge shall be applied to the payment of such debts or obligations.

ARTICLE VIII THE WORK OF THE JURISDICTION

Section 1. WEBB WORK.

This Grand Lodge recognizes the work and lectures as now taught by its Board of Custodians, including modifications as presented at the 159th Annual Communication of the Grand Lodge, as the "ANCIENT WEBB WORK." All innovations or changes in said work or lectures are forbidden. Said work together with the floor movements shall be known as the Ritual. (*Amended 2004*)

Section 2. LODGES TO USE.

In conferring the degrees of Masonry, the subordinate lodges must strictly adhere to the work as adopted and taught in this jurisdiction.

Section 3. OPEN IN ONE PLACE ONLY.

A lodge cannot be open in two rooms or places at the same time.

Section 4. CONFERRING OF DEGREES.

With the exception of Grand Master's One-Day Classes, the First Section of the First and Second Degrees and the First and Second Sections of the Third Degree shall be conferred upon but one person at a time. The Second Section of the First and Second Degrees, the Monitorial Lectures of the First and Third Degrees and all the Charges may, at the option of the Master, be given to more than one candidate at the same time. In no instance is any abbreviation of the work allowable, each candidate being entitled to the degrees in full. *(Amended 2001) (Amended 2012)*

ARTICLE IX AMENDMENTS

This Constitution may be revised, amended, or altered in the following manner:

a. Submitting in Writing. The proposal to revise, amend, or alter shall be in writing and shall be submitted at a regular communication on the first day thereof.

b. Referred to the Committee. The proposal shall then be referred to the Committee on Masonic Jurisprudence, which shall report its findings and recommendations during the afternoon of the first day of the communication.

c. Considered by Grand Lodge. The proposal and report shall lie over until the following day and then be submitted to the Grand Lodge for its consideration.

d. Vote and Action Required. A vote shall then be taken and, if the proposal be approved by a two-thirds majority, it shall lie over to the next regular communication and, if again approved by a two-thirds majority, the Constitution shall be so revised, amended, or altered.

ARTICLE X SEAL

The Grand Lodge shall have an official seal which shall consist of two concentric circles; between the outer and inner circles are the words "SEAL OF THE GRAND LODGE OF IOWA - 1844"; within the inner circle are the square and compass circumscribing the sun, whose beams emanating therefrom entirely surround the former in the shape of pointed rays.



LAWS OF THE GRAND LODGE

CHAPTER 1 MASONIC CODE OF IOWA DEFINED

The Constitution and General Laws as compiled, adopted, and published shall be designated the “Masonic Code of Iowa.” They shall be divided into chapters and sections. For purposes of reference and citation they shall be known as the Code, adding, as may be necessary, the section or subdivision thereof.

CHAPTER 2 JURISDICTION AND FRATERNAL RELATIONS

Section 1. JURISDICTION.

This Grand Lodge has jurisdiction over symbolic Masonry and the right to establish and maintain subordinate lodges for conferring the degrees of Entered Apprentice, Fellow Craft, and Master Mason in the State of Iowa.

Section 2. RECOGNITION AND JURISDICTION OF OTHER IOWA GRAND BODIES.

This Grand Lodge has heretofore recognized, has established, and now holds fraternal relations with the Grand Chapter of Royal Arch Masons of Iowa, the Grand Council of Royal and Select Masters of Iowa, the Grand Commandery of Knights Templar of Iowa, the Supreme Council of the Ancient and Accepted Scottish Rite, Southern Jurisdiction, of the United States of America and (*by mutual resolution in 2000*) the Most Worshipful Prince Hall Grand Lodge F. & A.M. of Iowa and Jurisdiction, Inc. (*Amended 2000*)

a. Grand Chapter. The Grand Chapter of Royal Arch Masons of Iowa has sole jurisdiction in this State over, and exclusive right to establish and maintain, subordinate Chapters for conferring the degrees authorized by said Grand Chapter upon Master Masons under the jurisdiction of this Grand Lodge. (*Amended 2010*)

b. Grand Council. The Grand Council of Royal and Select Masters of Iowa, has sole jurisdiction in this State over, and the exclusive right to establish and maintain subordinate Councils for conferring the degrees authorized by said Grand Council upon Master Masons under the jurisdiction of this Grand Lodge. (*Amended 2010*)

c. Grand Commandery. The Grand Commandery of Knights Templar of Iowa, subject to the laws, rules, and regulations of the Grand Encampment of the United States, has sole jurisdiction over the Commandery Orders in Iowa and the exclusive right to establish and maintain constituent Commanderies for conferring the orders authorized by said Grand Commandery upon Master Masons under the jurisdiction of this Grand Lodge.

d. Supreme Council. The Supreme Council, 33°, Ancient and Accepted Scottish Rite, Southern Jurisdiction, of the United States of America, has sole jurisdiction over the Ancient and Accepted Scottish Rite degrees, from the fourth to the thirty-third inclusive, in Iowa, and the exclusive right to establish and maintain subordinate bodies for con-

Chapter 2, Section 2 amended 2000

Chapter 2, Section 2a and 2b amended 2010

Chapter 2, Section 2d amended 2011

ferring said degrees upon Master Masons under the jurisdiction of this Grand Lodge.
(Amended 2011)

e. Prince Hall Grand Lodge. The Most Worshipful Prince Hall Grand Lodge F. & A.M. of Iowa and Jurisdiction, Inc. has jurisdiction over symbolic Prince Hall Masonry in Iowa and reserves the right to establish and maintain subordinate Prince Hall Masonic lodges for the conferring of the degrees of Entered Apprentice, Fellow Craft, and Master Mason in the State of Iowa. (Added 2000)

CHAPTER 3 GRAND OFFICERS

Section 1. GRAND MASTER.

a. General Powers. The Grand Master is invested with all the power and authority and is entitled to all the privileges and prerogatives which attach to his office by the ancient usages of Freemasonry, subject to the limitations of the Code.

b. Duties. It is the duty of the Grand Master:

1. To preside over the Grand Lodge and decide all questions of order therein.
 2. To appoint all committees of the Grand Lodge unless otherwise provided and to convene any board or committee when he deems it necessary.
 3. To exercise and discharge the executive functions of the Grand Lodge when it is not in session.
 4. To keep and file all official correspondence and, at the expiration of his term of office, deliver the same to the Grand Secretary to be preserved for future reference.
 5. To report in writing to the Grand Lodge, at the regular communication succeeding his installation, the condition of the Order in the jurisdiction, making such recommendations as he may deem advisable for the welfare of the Craft.
 6. To submit to the Grand Lodge for review a written report of all his official acts during the recess of the Grand Lodge.
 7. To constitute, in person or by his duly appointed representative, all newly chartered lodges and to install their officers.
 8. To exercise a general supervision of the Craft throughout the Grand Jurisdiction.
 9. To perform all other duties imposed upon him by Masonic usage and by the Code.
 10. To call a meeting of the Past and Present Elective Grand Lodge Officers between April 1 and May 15 each year.
 - (a) Said meeting shall be held in Des Moines to propose the name of one brother for the office of Senior Grand Warden, one brother for the office of Junior Grand Warden, and one brother for Grand Treasurer.
 - (b) Such names shall be submitted to each subordinate lodge prior to June 1 each year, recommending the brothers selected as nominees for the said offices at the following Grand Lodge Communication.
 - (c) No compensation shall be allowed for mileage for attendance at this meeting.
 11. To decide whether a waiver of jurisdiction shall be granted to a lodge outside Iowa which desires to receive a petition for the degrees or for regular membership from a resident of the State of Iowa.
 12. To appoint prior to each annual communication of the Grand Lodge:
 - (a) A sufficient number of brethren to welcome, accommodate, examine, and vouch for brethren not vouched for from other Grand Jurisdictions and other Grand Bodies desiring to visit the Grand Lodge.
 - (b) A brother to report on the brothers who have died during the preceding year and to conduct a memorial service for such departed brethren.
- c. Authority.** The Grand Master is empowered and authorized:
1. To require conformity to Masonic law and usage.
 2. To require information from the Master of any subordinate lodge or from any

officer, board, or committee of the Grand Lodge, respecting their offices or duties.

3. To convene, open, preside in, conduct regular or special business, inspect, and close any lodge in this Grand Jurisdiction.

4. To grant Dispensations for new lodges, as provided by law.

5. To revoke the Dispensation for the formation of a new lodge and to arrest the Charter of any lodge.

6. To arrest the jewel of any officer of any lodge.

7. To decide matters of difference as may arise in any lodge during a recess of the Grand Lodge upon subjects involving the construction and application of Masonic laws. Said decision shall be made only upon the written request of a lodge or its Master or after a hearing upon a complaint laid before him by a member of a lodge. The Grand Master may act in such manner and upon such notice to the parties in interest as he may deem just, having in view the protection and maintenance of the Masonic rights of the parties concerned. The action and orders of the Grand Master shall be of force until set aside or modified by the Grand Master or by the Grand Lodge. However, the Grand Master shall not entertain, hear, or determine any appeal from a trial by a lodge.

8. To terminate debate on any question pending in the Grand Lodge.

9. To appoint as many special representatives as he may deem necessary, whose duties it shall be to visit and inspect the several lodges to which they may be accredited.

(a) Their title shall be "Special Representative of the Grand Master"; their terms, unless sooner terminated by order of the Grand Master, shall expire with the term of the Grand Master appointing them. The Grand Master may direct the Grand Secretary to furnish the forms necessary to make a complete report of each inspection. The appointees must be especially qualified in the Ritual and Masonic Law and, when practical, shall be District Lecturers or Masonic Instructors.

(b) The Grand Master shall make his appointments as soon as practicable after his installation, and the inspection shall be concluded and report thereof made to the Grand Master prior to June 1. The expense of inspection, when approved by the Grand Master, shall be paid from Grand Lodge funds.

10. To exercise all other powers conferred upon him by Masonic law and usage.

11. To have complete discretion regarding the disbursement of funds from the Grand Master's Emergency Fund as established at the 1920 Annual Communication of the Grand Lodge of Iowa and reported on page 111 of the 1920 Grand Lodge Proceedings.

In the 'absence' of the Grand Master (as defined in Article IV, Section 8b.3 of the Constitution and Section 2b, Chapter 3 of the Laws of the Grand Lodge), the authority to disburse said funds shall devolve on the officer(s) so designated. *(Amended 2004)*

d. Limitation. The expressed provisions of this section are not intended as a limitation upon the prerogatives or powers of the Grand Master.

e. Apron and Jewel. The Grand Lodge shall present to each:

1. Grand Master at his installation a white leather apron, suitably inscribed.
2. Past Grand Master, after installation of his successor, a Past Grand Master's jewel.

jewel.

f. Seal. The official seal of the Grand Master shall consist of two concentric ovals.

Between the outer and inner ovals are the words, "SEAL OF THE GRAND MASTER OF MASONS IN IOWA." Within the inner oval is a shield divided in half horizontally. In the upper half on a plain field is the sun in splendor rising behind the hills. In the lower half is the Book of Constitutions guarded by the Tyler's



sword on a background of fine parallel horizontal lines. Above the shield is a dove flying to the right, an olive branch in its beak.

Section 2. DEPUTY GRAND MASTER.

a. Duties. In the absence of the Grand Master between communications of the Grand Lodge, the Deputy Grand Master shall perform the duties of the office of the Grand Master. During the communications and vacations of the Grand lodge he shall act under the

direction of the Grand Master in all matters pertaining to that office.

b. “Absence” Defined. The Grand Master is “absent” so as to justify his Deputy in acting for him when he is absent from the Grand Jurisdiction or unable to do official acts when necessity arises.

Section 3. GRAND WARDENS.

It shall be the duty of the Grand Wardens to assist the Grand Master at all communications of the Grand Lodge and, in his absence, to preside therein in the order of their rank.

Section 4. GRAND TREASURER.

It is the duty of the Grand Treasurer

a. Duties. To serve as an ex-officio member of the Committee on Finance. (*Amended 2011*)

b. To report annually on the receipts and expenditures of the Grand Lodge specifying from what sources funds were received and for what purposes funds were expended. This report shall be made at each annual communication of the Grand Lodge.

Section 5. GRAND SECRETARY.

a. Duties. It is the duty of the Grand Secretary

1. To record all transactions of the Grand Lodge for proper record.
2. To receive, duly file, and safely keep all papers and documents of the Grand Lodge.
3. To prepare, sign, and certify all Charters, Dispensations, and other instruments from the Grand Lodge and, when necessary, to affix the seal of the Grand Lodge thereto.
4. To receive all monies payable to the Grand Lodge, keep a proper account thereof, and pay them out only on order signed by the Grand Secretary and the Deputy Grand Secretary.
5. To select, with the approval of the Trustees of the Grand Lodge, one or more depositories for Grand Lodge funds and to deposit the same therein. The deposits at all times shall be subject to such policies as the Trustees of the Grand Lodge may prescribe.
6. To invest, with the approval of the Trustees of the Grand Lodge, portions of cash on deposit. The investments at all times shall be subject to such policies as the Trustees of the Grand Lodge may prescribe.
7. To report to the Grand Lodge at each annual communication all matters of general interest regarding the work of his office and such other matters as may be prescribed by law.
8. To preserve an impression of the seal of each chartered lodge in a Book of Seals to be kept in his office.
9. To notify the accused of the action of the Grand Lodge in all cases before it on appeal, for review, or wherein the Grand Lodge has original jurisdiction.
10. To notify each Past and Present Elective Grand Officer of the date, time, and place of the meeting to propose brothers for the offices of Senior Grand Warden, Junior Grand Warden, and Grand Treasurer. Such notice shall be made at least fifteen (15) days prior to the established date.
11. To mail, before August 15, a copy of all resolutions to each member of the Grand Lodge as provided in Article III of the Constitution.
12. To notify, between April 15 and May 1 each year, the Elective Grand Officers, the Deputy Grand Master, and the Chairman of each Grand Lodge Committee that propose-

als for amendments must be filed in his office on or before July 15.

13. To make, as prescribed by the Code, contracts for and engage the use of such halls and rooms as may be necessary for the accommodation of the Grand Lodge, its officers, boards, and committees at regular Communications.

14. To annually prepare and forward to each lodge a certificate stating the amount of dues and fees payable by such lodge to the Grand Lodge.

15. To maintain and dispense official forms as required by the Code.

16. To distribute annually copies of the Proceedings of the Grand Lodge as follows:
(a) To each lodge in this Grand Jurisdiction, one copy addressed to the Secretary.

(b) To each permanent member of the Grand Lodge, one copy.

(c) To each Grand Lodge of the United States, one copy.

(d) To others such copies as he may deem advisable.

17. To conduct the correspondence of the Grand Lodge and to attend with all necessary books and papers all communications of the Grand Lodge.

18. To be, by virtue of his office, the Grand Librarian and as such have charge of the Grand Lodge Library under such rules and regulations as shall be prescribed by the Grand Lodge.

19. To perform such other duties as are or may be prescribed by the Grand Lodge.

20. To conduct an annual performance assessment and review for each member of the Grand Lodge office staff, documenting in writing the specific performance expectations, the performance of the employee against those expectations, any required corrective action or performance improvement by the employee, and the required time-frame for such action or improvement.

b. Bond. The Grand Secretary shall be bonded by and the bond payable to the Trustees of the Grand Lodge. This bond is to be included in the blanket bond covering all Grand Lodge employees having control of or access to any Grand Lodge funds as provided for in Chapter 5, Section 2d(2) of the Laws of the Grand Lodge.

c. Office Location. The office of the Grand Secretary shall be located in the Grand Lodge Administration Building and Library in Cedar Rapids. The Grand Secretary may, subject to the approval of the Trustees of the Grand Lodge, employ all necessary help for both his office and the Grand Lodge Library, and he shall counsel with the Trustees in the arrangement and coordination of the work of such office and library.

d. Lodge Secretaries' Conferences.

1. Object. The Grand Secretary shall each year conduct Secretaries' Conferences at such places in the State as he shall select. The object of such Conferences is declared to be the instruction and assistance of the Secretaries of subordinate lodges in the performance of their respective duties.

2. Setting Date and Place. The Grand Secretary shall set the date and place of the holding of said Conferences as soon after the commencement of the fiscal year as is possible and shall give said Conferences such publicity as he deems advisable.

3. Mileage. The Secretary of a subordinate lodge shall be paid the same mileage for attendance at the Secretaries' Conference, held at the point closest to his lodge, as is paid to accredited representatives of subordinate lodges for attendance at the regular communication of the Grand Lodge. If such Conference is held in connection with a Regional School, by Masonic law and usage and the Code.

no dual compensation for mileage shall be paid.

4. Expense. The expense of holding such Secretaries' Conferences, including the mileage of the Secretaries of subordinate lodges shall, when approved by the Grand Secretary, be paid from Grand Lodge funds.

Section 6. OTHER OFFICERS.

The other officers of the Grand Lodge shall perform the duties assigned to them

by Masonic law and usage and the Code.

Section 7. INSTALLATION BY PROXY FORBIDDEN.

No officer of the Grand Lodge may be installed by proxy.

Section 8. RESIGNATION OF OFFICERS.

The resignation of any Grand Lodge Officer shall be in writing and deposited with the Grand Secretary, save that when the Grand Secretary resigns, his resignation shall be deposited with the Grand Master. A resignation may be made at any time and shall take effect at once.

**CHAPTER 4
CUSTODIANS OF THE WORK**

Section 1. DUTIES.

It is the duty of the Board of Custodians:

- a. To meet from time to time for conferences as to the work, lectures, and floor movements and the promulgation thereof. The Chairman shall call the meetings and fix the time and place thereof.
- b. To divide the State into regions as it shall deem advisable for the purposes of the Board. It may from time to time change the regional boundaries and may increase or decrease the number.
- c. To appoint as Masonic Instructors or District Lecturers in the Ritual such Brothers as hereinafter provided.
- d. To supervise Masonic Instructors and District Lecturers and to send them to any lodge in the State for instruction purposes.
- e. To hold Schools of Instruction as hereinafter provided.
- f. To make such rules and regulations for the conduct of Schools of Instruction as they deem advisable.

Section 2. INSTRUCTORS IN THE RITUAL.

a. Masonic Instructors. Appointment shall be made after rigid examination and, if the applicant is found worthy and well qualified, the Board shall issue to him a certificate authorizing him to teach the Ritual. The appointee shall be styled "Masonic Instructor." His certificate shall expire at the end of a specific term of years fixed by the Board, but may be revoked at any time by the Board for reasons by it deemed sufficient.

b. District Lecturers. When a Masonic Instructor has served faithfully and creditably for the specified term and has complied with all the requirements of the Board as to proficiency in the Ritual, the Board may appoint him a District Lecturer and commission him as such. There shall be no specific term for such commission, but, like a Masonic Instructor's certificate, it shall be held subject to the pleasure of the Board, which may suspend or revoke it at any time.

c. Duties. The duties of Masonic Instructors and District Lecturers are:

1. To keep themselves proficient so as to be able at all times to answer questions pertaining to the Ritual.
2. To have the interest of their own lodges at heart and to give instruction to their brethren to the extent of their ability.
3. To serve, so far as circumstances permit, when called upon by the Grand Master or the Board.

Section 3. SCHOOLS OF INSTRUCTION.

a. Purpose. The object of Schools of Instruction in the Ritual is declared to be the securing of a uniform rendition of the Ritual throughout the State. All such schools shall be held by Custodians of the Work or by District Lecturers/Masonic Instructors under their authority and supervision.

b. Grand Lodge School. Each year the Custodians shall hold a school of instruction in the Ritual in the city where the regular communication of the Grand Lodge is to be held. It shall be known as the Grand Lodge School. Mileage and per diem for attendance at the Grand Lodge School shall be paid as follows:

1. Amount. District Lecturers or Masonic Instructors shall be paid the same mileage and per diem for attendance at the Grand Lodge School as is paid to accredited representatives of subordinate lodges for attendance at the regular communication of the Grand Lodge, except as hereinafter provided.

2. To Whom Paid. One hundred thirty-five (135) District Lecturers or Masonic Instructors who attend all sessions of the Grand Lodge School shall receive mileage and per diem and the Board of Custodians shall determine to whom payment is to be made. At the close of the school, the Board shall certify the attendance to the Committee on Finance, who shall place the names furnished on their list with the proper credits.

3. Restrictions. No District Lecturer or Masonic Instructor shall draw mileage as such and also as representative in the Grand Lodge, as an officer thereof, or a member of a committee therein, nor shall any mileage or per diem be paid to any Lecturer or Instructor unless his attendance and work shall be satisfactory to the Board of Custodians.

c. Regional Schools. Each year the Board may arrange for and hold five or more schools in various parts of the State to be known as Regional Schools. These schools shall be considered as rallying centers of ritualistic endeavor, and whenever possible, Custodians shall be in personal charge thereof. If at least one Custodian cannot be present, then such school shall be in charge of a District Lecturer named by the Board for that purpose. The Custodians or the District Lecturer appointed by the Board to be in charge shall be paid the same mileage as provided in Chapter 14, Section 7a of the Laws of the Grand Lodge and the other actual and necessary expenses incident to the holding of such Regional Schools.

d. District Schools. The Board may arrange Schools of Instruction designated as District Schools as they may deem necessary or advisable.

e. Ritualistic Schools. The Board may arrange for as many Schools of Instruction, consisting of one or more lodges, as it may deem necessary. These shall be known as Ritualistic Schools and shall be in charge of a District Lecturer or Masonic Instructor. Any expense incident thereto shall be paid as provided in Section 3c of this Chapter. The Grand Secretary shall furnish report blanks at the direction of the Board.

f. Private Schools. District Lecturers and Masonic Instructors may, under authority of the Board, arrange for and hold Private Schools in lodges which desire their services. The lodges in which such schools are held shall be responsible for all expenses, including compensation of the Lecturers or Instructors.

g. Special Schools. Upon the request of one or more lodges, the Board of Custodians may hold schools in addition to those provided in Section 3c of this Chapter, whenever the conditions or needs seem to warrant such action. These shall be known as Special Schools and shall be in personal charge of at least one member of the Board.

h. Expense. The allowable compensation to those holding such schools (except as

provided in Sections 3b and 3c of this Chapter) shall be the same mileage and per diem as provided in Chapter 14, Section 7a of the Laws of Grand Lodge payable to the Custodians or the District Lecturer/Masonic Instructor appointed by the Custodians to conduct the school. Such allowable expenses shall be paid by the Grand Secretary upon the receipt of proper vouchers approved by the Custodians.

CHAPTER 5 BOARD OF TRUSTEES OF THE GRAND LODGE

Section 1. CREATION AND TERM.

There shall be a Board of Trustees for the Grand Lodge, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of six years. The present members of said Board shall serve to the expiration of the terms for which they were appointed. At the regular communication in each odd numbered year hereafter the Grand Master shall appoint one Trustee for a term of six years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Trustee shall be appointed for more than two consecutive terms.

Section 2. DUTIES.

It shall be the duty of the Trustees of the Grand Lodge:

a. To hold legal title to all property of the Grand Lodge except such property as is administered, controlled, or supervised by the Trustees of the Grand Charity Funds. The title so held by the Trustees of the Grand Lodge shall be vested in them and their successors in office in trust for the Grand Lodge.

b. To exercise a general supervision over said property and to receive and hold title thereto as Trustees of the Grand Lodge.

c. To execute all conveyances for or on behalf of the Grand Lodge and to make such contracts, leases, and agreements in their name as they may be authorized by the Grand Lodge or by law.

d. To approve:

1. The depository or depositories selected by the Grand Secretary for Grand Lodge Funds.

2. The form, amount of, and the sureties on all bonds given to insure the safekeeping of the funds of the Grand Lodge. Such bonds shall run in the name of the Trustees as obliges.

e. To have general supervision over and approve all arrangements for the erection of buildings, the purchase of buildings and parts thereof, and the purchase of lands to be used by subordinate lodges.

f. To report annually to the Grand Lodge, setting forth in detail all their acts as Trustees, together with such suggestions and recommendations in relation to the property of the Grand Lodge as they may deem necessary for its best interests.

Section 3. AUTHORITY AND POWERS.

The Trustees of the Grand Lodge shall have the authority and power:

a. To institute and prosecute legal proceedings, in their names as such Trustees, for the preservation and protection of the property and rights of the Grand Lodge and to employ counsel for the prosecution of the same whenever a majority of them shall deem it necessary to do so.

b. To employ certified public accountants to audit the accounts of all officers and committees of the Grand Lodge for the fiscal year ending July 31 of each year and to make report at the Annual Grand Lodge Communication. (*Amended 2000*)

c. To make such orders and contracts during the recesses of the Grand Lodge as they may deem necessary for the investment, protection, and preservation of the funds and other properties of the Grand Lodge.

d. To invest, reinvest, exchange, retain, sell, and manage the property of the Grand Lodge of Iowa pursuant to the standard that men of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation but with regard to the permanent disposition of their funds, considering the probable income, as well as the probable safety of their capital, under the circumstances then prevailing. The foregoing standard authorizes investments in all kinds of property which men of prudence, discretion and intelligence would acquire or retain for their own accounts, including but not limited to, bonds, debentures, other corporate obligations, stocks and shares - either preferred or common. Bonds, debentures, notes, mortgages, deeds, stock certificates, or other instruments shall be deposited in a safety deposit box under regulations prescribed by the Trustees.

e. To have general supervision over all employment policies and practices of the Grand Lodge and to approve the hiring, compensation, and other benefits for all key employees of the Grand Lodge as designated by the Trustees of the Grand Lodge. Before May 1 of each year, the Trustees of the Grand Lodge shall nominate a brother for election or reelection to the office of Grand Secretary at the next annual communication of the Grand Lodge. (*Amended 2009*)

f. To create a Grand Lodge Building Fund to be used to construct, repair, alter, reconstruction, reconstruct, operate, maintain, or add to any of the buildings owned by the Grand Lodge of Iowa, and to have general supervision and control over all expenditures from the fund.

g. To approve the normal and the usual expenditures of the Grand Lodge between the beginning of the fiscal year and the approval of appropriations at the Annual Grand Lodge Communication. (*Added 2000*)

Section 4. COMPENSATION.

The actual and necessary expenses of the Trustees of the Grand Lodge while in the discharge of their duties shall be paid from Grand Lodge funds upon order signed by the Grand Secretary and countersigned by the Deputy Grand Secretary.

Section 5. EXPENSES.

The necessary expenses incurred in the exercise of the foregoing authority and powers, when certified by the Trustees of the Grand Lodge, shall be paid from Grand Lodge funds upon order signed by the Grand Secretary and countersigned by the Deputy Grand Secretary.

CHAPTER 6 BOARD OF TRUSTEES OF THE GRAND CHARITY FUNDS

Section 1. CREATION AND TERM.

There shall be a Board of Trustees of the Grand Charity Funds, consisting of five members, who shall be appointed by the Grand Master and shall hold office for a term of five years. The present members of said Board shall serve to the expiration of the terms for which they were appointed. As each term expires, the incoming Grand Master shall appoint a Trustee for the term of five years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Trustee shall be appointed for more

than two consecutive terms.

The Grand Lodge shall retain full right and authority to amend its laws as it may affect said Trustees of the Grand Charity Funds and the property held by them including the termination of said Trustees and the changing of the title to said properties. Any property changed from the title of the Trustees of the Grand Charity Funds shall be used exclusively for purposes which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, as the Grand Lodge shall determine.

Section 2. DUTIES.

It shall be the duty of the Trustees of the Grand Charity Funds:

a. To carry out the charitable purposes of the Grand Lodge of Iowa as now or may hereafter be provided for in the constitution and its general laws.

b. To receive and hold title to the charitable properties of the Grand Lodge as provided for in this chapter, said title shall be held in trust for the Grand Lodge of Iowa, A.F. & A.M.

c. To exercise a general supervision over said properties for its care, administration, maintenance, and operation.

d. To execute all conveyances and make contracts, leases, and agreements in their name for and on behalf of the Grand Lodge of Iowa.

e. To choose an Executive Director of the Iowa Masonic Health Facilities and Masonic Village who shall:

1. Serve as the Recording Secretary of the Board.

2. Perform such duties as the Trustees may require.

3. Receive such salary and benefits as may be fixed by the Trustees of the Grand Charity Funds with approval of the Trustees of the Grand Lodge of Iowa.

f. To select, subject to approval of the Trustees of the Grand Lodge, one or more depositories for all of the securities acquired by said Trustees as provided for in Section 4 of this Chapter. No part of the securities and investments so deposited shall be withdrawn except on a written order signed by two Trustees of the Grand Charity Funds who have been designated for this purpose.

g. To acquire, invest, reinvest, exchange, retain, sell, and manage the property of the several Grand Charity Funds.

Section 3. OFFICERS.

a. The Trustees shall elect from their number a Chairman, a Vice Chairman, a Secretary, and a Treasurer. They shall be elected at the first meeting of the Trustees after the close of each Annual Communication of the Grand Lodge.

b. Treasurer.

1. Bond. The Treasurer of the Board of Trustees of the Grand Charity Funds shall be bonded by and the bond payable to the Trustees of the Grand Lodge. This bond is to be included in the blanket bond covering all Grand Lodge employees having control of or access to any Grand Lodge funds as provided for in Chapter 5, Section 2d(2) of the Laws of the Grand Lodge.

2. Duties.

(a) To receive annually from the Grand Secretary the amounts for each of the Grand Charity Funds of the Grand Lodge as provided for in Chapter 42, Section 1a of the Laws for Subordinate Lodges.

(b) To select, subject to approval of the Trustees of the Grand Lodge, a depository or depositories for the safekeeping of the Grand Charity Funds held by him as Treasurer. Any earnings from such funds by depositories shall become a part of each such

fund and shall be deposited to the credit of each such fund unless otherwise provided for in Section 4 of this Chapter. (*Amended 2011*)

Section 4. FUNDS.

The Trustees of the Grand Charity Funds shall create five funds, consisting of two holding funds and three operating funds. The holding funds shall be known as the Permanent Grand Charity Fund and the Iowa Masonic Health Facilities Endowment Fund. The operating funds shall be known as the Field Financial Aid Fund, the Iowa Masonic Health Facilities Fund, and the Masonic Village Charitable Assistance Fund. The Trustees of the Grand Charity Funds shall have control over these funds except that withdrawal of any part of the principal of the two holding funds may be only with the approval of the Trustees of the Grand Lodge as provided in Section 5 of this Chapter.

a. Permanent Grand Charity Fund. The permanent Grand Charity Fund shall consist of:

1. All funds which have heretofore been placed in the Permanent Grand Charity Fund in accordance with Grand Lodge law.
2. The amount collected by the Grand Secretary for this fund and paid over as provided by law.
3. Ten percent (10%) of the earnings each year shall be added to the Grand Charity Fund.
4. All funds remaining unexpended in the Field Financial Aid Fund at the close of each fiscal year. (*Amended 2002*)

b. Iowa Masonic Health Facilities Endowment Fund. The Iowa Masonic Health Facilities Endowment Fund shall consist of:

1. All properties acquired for this purpose by gift, bequest, or devise, the said Board being given the power to accept such gifts, bequests, and devises.
2. The amount collected by the Grand Secretary for this fund and paid over as provided by law.

c. Field Financial Aid Fund. The Field Financial Aid Fund shall consist of:

1. Ninety percent (90%) of the annual earnings from the Charity Funds. (*Amended 2011*)
2. The per capita provided for in Chapter 42, Section 1a of the Laws for Subordinate Lodges. (*Amended 2011*)
3. This fund is to be used in the cause of all Grand Lodge charity other than the operation and maintenance of the Iowa Masonic Health Facilities. (*Amended 2011*)

4. All funds remaining unexpended in the Field Financial Aid Fund after the close of each fiscal year shall be transferred to the Permanent Grand Charity Fund. However, the Trustees of the Grand Charity Funds may reserve a specific amount of otherwise unexpended funds to provide assistance for known natural disasters occurring prior to the close of the fiscal year and if still unexpended at the close of the next fiscal year shall transfer same to the Permanent Grand Charity Fund. (*Amended 2002*) (*Amended 2011*)

d. Iowa Masonic Health Facilities Fund. The Iowa Masonic Health Facilities Fund shall consist of:

1. The per capita provided for in Chapter 42, Section 1a of the Laws for Subordinate Lodges.
2. All earnings derived from the Iowa Masonic Health Facilities Endowment Fund. (*Amended 2011*)

3. All funds and properties acquired by gift, bequest, or devise for the specific purpose of improving the physical properties and buildings of the Iowa Masonic Health Facilities, or providing for new or additional equipment, or buildings for the Iowa Masonic Health Facilities, or for the benefit and use of the patients in the Iowa Masonic Health Facilities.

4. All properties received by the Board from a resident on his or her admission to the Iowa Masonic Health Facilities. Such properties must be returned to the donor upon direction of the Trustees of the Grand Charity Funds.

5. All properties held in escrow from a resident in the Iowa Masonic Health Facilities. Such properties must be returned to the donor upon direction of the Trustees of the Grand Charity Funds.

6. All funds received from patients who are charged reasonable per diem costs for their care.

This fund shall be used under the direction of the Board of Trustees of the Grand Charity Funds for the operation and maintenance of the Iowa Masonic Health Facilities. (*Amended 2002*)

e. Masonic Village Charitable Assistance Fund. The Masonic Village Charitable Assistance Fund shall consist of:

1. All funds and properties acquired by gift, bequest, or devise for the specific purpose of providing assistance to those residents and applicants of Masonic Village who are unable to pay all or part of their fees.

2. This fund shall be used under the direction of the Board of Trustees of the Grand Charity Funds for the benefit of the residents of Masonic Village.

Section 5. INVESTMENTS.

The Permanent Grand Charity Fund and the Iowa Masonic Health Facilities Endowment Fund shall be invested by the Board of Trustees of the Grand Charity Funds as follows:

a. In acquiring, investing, reinvesting, exchanging, retaining, selling, and managing the above funds, the Board of Trustees of the Grand Charity Funds shall exercise the judgment and care, under the circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of their own affairs, not for the purpose of speculation but with regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital. Within the limitations of the foregoing standard, the Board of Trustees of the Grand Charity Funds is authorized to acquire and retain every kind of property and every kind of investment including, but not by way of limitation, bonds, debentures, and other corporate obligations, and stocks and shares, preferred or common, which men of prudence, discretion, and intelligence acquire or retain for their own account.

b. No part of the principal of either fund shall be used, save that in cases of extreme emergency when other funds are lacking, the principal, in whole or in part, may be used to cover such emergency. No such use shall be made without the concurrence of the Trustees of the Grand Lodge and the Trustees of the Grand Charity Funds, a majority vote of each Board being necessary to authorize such use.

Section 6. APPLICATION AND APPROPRIATIONS FOR RELIEF.

a. All applications for relief made to the Grand Lodge, whether in home environment or in the Iowa Masonic Health Facilities, shall be made to the Trustees of the Grand Charity Funds.

b. All applications for relief in either home environment or in the Iowa Masonic Health Facilities shall be considered without regard to race, creed, color, sex, or national origin.

c. The Trustees of the Grand Charity Funds shall carefully investigate all such applications, and, when an application is from a subordinate lodge, they shall ascertain the financial condition of such lodge, the calls upon it for charity, the amount paid by it for charity and such other facts as they may deem proper.

d. The Trustees of the Grand Charity Funds may, at their discretion, reject any application or report it to Grand Lodge with such recommendations as they may deem proper.

e. In emergent cases the Trustees of the Grand Charity Funds may make appropria-

tions from the Field Financial Aid Fund, said appropriations to be in effect during the current fiscal year only. In case of further aid new application must be made covering the new fiscal year.

f. Appropriations for permanent relief shall be made by the Grand Lodge only.

g. No appropriations for permanent relief shall be made upon application of a subordinate lodge unless such application shall have been made to the Trustees of the Grand Charity Funds at least ten days before the communication of the Grand Lodge at which such appropriation is requested.

Section 7. REPORT.

The Trustees of the Grand Charity Funds shall annually make a report to the Grand Lodge setting forth:

a. All transactions affecting the funds in their charge and the valuation of each fund at the end of the fiscal year.

b. An appraisal affecting all building and contents of the Iowa Masonic Health Facilities and Masonic Village, made by a competent appraiser, and the amount of the insurance carried on these properties.

c. All expenditures made for capital improvements on any physical property.

d. Recommendations for continued relief and financial aid.

e. Estimated cost of maintaining the Iowa Masonic Health Facilities and Masonic Village for the ensuing year, listing costs by items of expense.

f. Average monthly population at the Iowa Masonic Health Facilities and Masonic Village listing remaining facilities not in use.

Section 8. IOWA MASONIC HEALTH FACILITIES.

a. **Purpose.** The Iowa Masonic Health Facilities established by the Grand Lodge of Iowa, A.F. & A.M., and under the direction of the Board of Trustees of the Grand Charity Funds, is primarily designated and is used for the care of the following: *(Amended 2008)*

1. Masons, their dependents, their widowed mothers, or any other persons who are not financially able to care for themselves and who by reason of their necessities and infirmities cannot be otherwise properly cared for.

2. At the discretion of the Board of Trustees of the Grand Charity Funds, care may also be given to those Masons, their dependents, their widowed mothers, or any other persons who are financially able to pay reasonable per diem costs for such care. However, at all times, priority shall be given to those Masons, their dependents, their widowed mothers or any other persons, who are not financially able to care for themselves.

3. Care will be given to those Masons, their dependents, their widowed mothers, or any other persons who are public assistance recipients under the Title XIX Program or any other similar program of public assistance for the amount payable under the said program of public assistance.

b. **Supervision.** The Iowa Masonic Health Facilities shall be under the supervision and control of the Board of Trustees of the Grand Charity Funds, who shall adopt such rules and regulations as may be best suited to carry out the purpose of its creation.

c. **Maintenance.** The expense of the operation and maintenance of the Iowa Ma-

sonic Health Facilities shall be paid out of the Iowa Masonic Health Facilities Fund as provided for in Section 4d of this Chapter.

Section 9. MASONIC VILLAGE.

a. Purpose. Masonic Village, Inc., established by the Grand Lodge of Iowa, A.F. & A.M., under the direction of the Board of Trustees of the Grand Charity Funds, is primarily designed and is used to provide care and housing for Masons, their dependents, their widowed mothers, or any other persons who are able to live independently and who are financially able to care for themselves.

Should residents become unable to live independently or become financially unable to care for themselves, in whole or in part, they will be cared for under the provisions of Sections 4e and/or 9a of this Chapter so far as is economically feasible.

b. Supervision. Iowa Masonic Village shall be under the supervision and control of the Board of Trustees of the Grand Charity Funds which shall implement Articles of Incorporation organized under the Iowa Non-profit Corporation Act, and bylaws which provide for the adoption of such rules and regulations as may be best suited for the purposes of its creation.

c. Maintenance. The expenses of the operation and maintenance of Masonic Village shall be paid out of funds generated by leasing and service charges paid by the residents thereof, and such other funds as may accrue from the investments of such funds.

Section 10. COMPENSATION.

The Trustees of the Grand Charity Funds shall be allowed their actual and necessary expenses incurred in the discharge of their duties and in the attendance at the communication of the Grand Lodge, except that if the Secretary of the Trustees shall be from their number he shall also receive such salary as provided in Section 3 of this Chapter.

**CHAPTER 7
BOARD OF TRUSTEES OF THE
HERMAN L. ROWLEY MEMORIAL TRUST**

Section 1. CREATION AND TERM.

There shall be a Board of Trustees of the Herman L. Rowley Memorial Trust, consisting of five members, who shall be appointed by the Grand Master and shall hold office for a term of five years. No less than two Trustees shall be members in good standing of Otley Lodge No. 299. The present members of said Board shall serve to the expiration of the terms for which they were appointed. As each term expires, the incoming Grand Master shall appoint a Trustee for the term of five years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Trustee shall be appointed for more than two consecutive terms.

Section 2. QUALIFICATIONS.

The Trustees of said fund shall have as their qualification that they be officers of the Grand Lodge of Iowa or officers of Otley Lodge No. 299, and that they be members in good standing of their subordinate lodge and that they shall possess sound business judgement and experience. The Trustees of said fund who are members of Otley Lodge No. 299 shall become officers of said lodge and need not be the holders of any other office therein.

Section 3. DUTIES AND RESPONSIBILITIES.

It shall be the duty and responsibility of the Board of Trustees to operate the Herman L. Rowley Memorial Trust in accordance with the provisions of the Amended and Substituted Agreement entered into between the Grand Lodge of Iowa, A.F. & A.M., and Otley Lodge No. 299, A.F. & A.M., of Perry, Iowa, which was adopted by Otley Lodge No. 299 and the Grand Lodge of Iowa at its Annual Communication in 1961 and approved by order of the District Court of Iowa in and for Dallas County on the 3rd day of November, 1961, and which Trust Agreement appears in full together with the order of the Court approving the same in the Proceedings of the Grand Lodge, 1962, beginning on page 146.

Section 4. OFFICERS.

The Trustees shall, at their October meeting of each year, elect from their members a Chairman, a Vice-Chairman, and a Secretary-Treasurer, who shall serve in that capacity until the next October meeting, or until their successors are elected and qualified.

**CHAPTER 8
BOARD OF TRUSTEES OF THE
MASONIC CHARITABLE EDUCATIONAL CORPORATION**

Section 1. CREATION AND TERM.

There shall be a Board of Trustees of the Masonic Charitable Educational Corporation, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of six years. The present members of said Board shall serve to the expiration of the terms for which they were appointed. As each term expires, the incoming Grand Master shall appoint a Trustee for the term of six years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Trustee shall be appointed for more than two consecutive terms. The Grand Master shall designate the Chairman.

Section 2. DUTIES.

It shall be the duty of the Trustees of the Masonic Charitable Educational Corporation to administer said corporation in accordance with its Articles of Incorporation and Bylaws.

**CHAPTER 9
BOARD OF TRUSTEES OF THE
IOWA MASONIC SCHOLARSHIP ENDOWMENT FUND**

Section 1. CREATION AND TERM.

There shall be a Board of Trustees of the Iowa Masonic Scholarship Endowment Fund, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of six years. The present members of said Board shall serve to the expiration of the terms for which they were appointed. As each term expires, the incoming Grand Master shall appoint a Trustee for the term of six years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Trustee shall be appointed for more than two consecutive terms. The Grand Master shall designate the Chairman.

LAWS OF THE GRAND LODGE

Section 2. DUTIES.

It shall be the duty of said Trustees to administer the Iowa Masonic Scholarship Endowment Fund in accordance with the provisions of the Trust Agreement creating said fund.

**CHAPTER 10
BOARD OF DIRECTORS OF THE IOWA MASONIC LIBRARY
AND MUSEUMS BUILDING ENDOWMENT FUND**

Section 1. CREATION AND TERM.

There shall be a Board of Directors of the Iowa Masonic Library and Museums Building Endowment Fund, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of six years. The present members of said Board shall serve to the expiration of the terms for which they were appointed. As each term expires, the incoming Grand Master shall appoint a Director for the term of six years. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointment made in 1993, no Director shall be appointed for more than two consecutive terms. This includes Directors previously designated as Trustees. The Grand Master shall designate the Chairman. *(Amended 2000)*

Section 2. DUTIES.

It shall be the duty of the Directors of the Iowa Masonic Library and Museums Building Endowment Fund:

a. To administer the Iowa Masonic Library and Museums Building Endowment Fund in accordance with the provisions of the Articles of Incorporation creating said fund and its Bylaws. *(Amended 2000)*

b. To receive and administer contributions and gifts, in accordance with the provisions of the Articles of Incorporation creating said fund and its Bylaws, and from which disbursements shall be made for the sole and exclusive purpose of constructing, maintaining and improving that portion of the building and grounds serving as the site of the Iowa Masonic Library and Museum, presently located at 813 First Avenue, SE, Cedar Rapids, Iowa, or any successor site. *(Amended 2000)*

c. To purchase furnishings and equipment required for the operation of said Library and Museums.

**CHAPTER 11
COMMITTEES OF THE GRAND LODGE**

Section 1. CLASSIFICATION.

Committees of the Grand Lodge shall be standing or special committees.

a. Standing Committees are as provided by the Iowa Masonic Code. They are the Appeals and Grievances Committee, Credentials Committee, Division and Reference Committee, Finance Committee, Fraternal Review Committee, Lodge Service Committee, Masonic Charitable Educational Corporation Scholarship Selection Committee, Masonic Jurisprudence Committee, Masonic Youth Committee, Public Relations Committee, Public School Support Committee, Recognition of Grand Bodies Committee, Scholarship Selection Committee, Technology Committee, Visitors Committee, Long Range Strategic Planning Committee, and Iowa Academy of Masonic Knowledge Committee. *(Amended 2008) (Amended 2011) (Amended 2012) (Amended 2013)*

b. Special Committees may be created by the Grand Lodge at its discretion and shall have only such powers as may be prescribed by the Grand Lodge.

c. *Ad hoc* Committees may be created by a Grand Master at the Annual Communication in which he is elected and installed. A Committee may act until the next Annual Communication at which time the committee is discharged. The Grand Master shall designate the Chairman. Each *Ad hoc* Committee composed of three or more shall elect a Vice-Chairman and a Secretary. It shall be the duty of the Secretary to record the minutes of each meeting and forward copies to each member of the Committee, the Grand Master, and the Grand Secretary. Each Committee shall present, during the regular Communication, written reports concerning all matters which shall have been referred to them, unless otherwise provided. Should the Grand Master create an *ad hoc* Committee following the close of the Annual Communication, he shall notify the Chairman of the Jurisprudence Committee of creation of the committee and its members. All other requirements regarding *ad hoc* Committees shall apply. (*Added 2010*)

Section 2 CREATION AND TERM

a. The Grand Master shall, not later than thirty (30) days after the close of the annual communication at which he was installed, appoint members to the standing committees.

b. All committees in the Grand Lodge shall consist of three members each unless a different number be specified by law or by the resolution providing for their appointment.

c. The present members of all standing committees shall serve to the expiration of the term for which they were appointed. As each term expires, the incoming Grand Master shall fill the appointment for the new term. An appointment to fill a vacancy shall be for the unexpired term. Beginning with the appointments made in 1993, no committeeman whose term of office is for more than one year shall be appointed to that committee for more than two consecutive terms.

d. All committees acting at any regular communication of the Grand Lodge are discharged at the close of such communication, except as otherwise provided.

Section 3. OFFICERS.

a. The Grand Master shall designate the Chairman unless otherwise herein provided.

b. Each Committee of the Grand Lodge composed of three or more shall elect a Vice Chairman and a Secretary.

c. It shall be the duty of the Secretary, immediately following each meeting of the Committee, to record the minutes thereof and forward copies to each member of the Committee, the Grand Master and the Grand Secretary.

Section 4. REPORTS.

a. All Committees of the Grand Lodge shall present, during the regular Communication, written reports concerning all matters which shall have been referred to them, unless otherwise provided.

b. Any proposal for expenditure of funds included in a committee report shall, in order to become effective, be separated therefrom and brought before the Grand Lodge and acted upon as a separate proposal.

Section 5. EXPENSE.

a. The actual and necessary expenses of the several committees rendering service and the necessary expenses incurred by them in the performance of their duties shall be paid by the Grand Lodge.

b. No member shall receive expenses and, in addition thereto, mileage or per diem as a representative.

Section 6. APPEALS AND GRIEVANCES COMMITTEE.

a. **Creation and Term.** There shall be a Committee on Appeals and Grievances, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of one year.

b. Duties.

1. To review and report on all appeals to the Grand Lodge.

2. To review and report on all grievances and complaints which in the judgement of the Grand Lodge should be referred thereto.

3. To review and report on all expulsions decreed by the Grand Master for review and approval or disapproval.

4. To review and report on all cases of reinstatement by local lodges after sentence of expulsion.

5. To review and report on all other matters required by law or by order of the Grand Lodge.

Section 7. CREDENTIALS COMMITTEE.

a. Creation and Term. There shall be a Committee on Credentials, consisting of six members, who shall be appointed by the Grand Master and shall hold office for a term of three years.

b. Duties.

1. To extend fraternal courtesies that shall best promote true Masonic fellowship.
2. To pass upon the credentials of the members present at each communication of the Grand Lodge, unless the communication be one for ceremony only.
3. To prepare and report a roll of the members attending a communication of the Grand Lodge.
4. To make a preliminary report at the opening of the communication to determine whether a quorum is present.
5. To make a final report preceding installation of the newly chosen Grand Officers.

Section 8. DIVISION AND REFERENCE COMMITTEE.

a. Creation and Term. There shall be a Committee on Division and Reference, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of one year.

b. Duties.

1. To receive the reports of the Grand Master, the Grand Secretary, the Grand Librarian, and such other matters as the Grand Lodge shall deem expedient.
2. To recommend the reference of the various subjects embraced in the reports of the Grand Master, Grand Secretary, and Grand Librarian to the appropriate committee and recommend action on matters not referred.

c. Duties of the Chairman.

1. At the meeting of the Jurisprudence Committee and the Grand Master, as provided in Section 13 of this Chapter, the Chairman shall propose the name of a qualified brother for approval as Chairman of the Division and Reference Committee for the coming year.
2. If such proposed name be disapproved by a majority vote of the Jurisprudence Committee in attendance, then another name must be proposed immediately by the Division and Reference Chairman, and this procedure continued until a qualified brother has been approved by the above process.
3. The name of the current Chairman of Division and Reference is to be submitted to each member of the Grand Lodge and to each subordinate lodge prior to June 1 of each year as the nominee for the office of Grand Master at the following Grand Lodge Communication.

Section 9. FINANCE COMMITTEE.

a. Creation and Term. There shall be a Committee on Finance, consisting of three members. The members shall be appointed by the Grand Master and shall hold office for a term of three years. The Grand Treasurer and the immediate Past Grand Treasurer shall be ex-officio members. *(amended 2011)*

b. Duties.

1. To report the amount of mileage and per diem to be paid to each representative present at Grand Lodge or to other persons entitled thereto; and to which shall be referred:

(a) All matters involving an appropriation of funds of the Grand Lodge. No appropriation, except from the Charity Funds, shall be made by the Grand Lodge without such reference.

(b) All questions of a monetary character affecting the interest of the Grand Lodge.

(c) The books and financial statements of all officers and committees of the Grand Lodge.

2. To submit a proposed budget for the ensuing year to the Grand Lodge not later than the afternoon session of the first day. Final action on the budget shall be taken on the last day of the Grand Lodge.

c. Authority. The Finance Committee may authorize transfer of up to \$25,000 from the Grand Lodge General Fund to any other specific Grand Lodge Fund at the request of the Trustees of the Grand Lodge and with approval of the Grand Master.

Section 10. FRATERNAL REVIEW COMMITTEE.

a. Creation and Term. There shall be a Committee on Fraternal Review, consisting of one member, who shall be appointed by the Grand Master and shall hold office for a term of one year.

b. Duties.

1. To discharge the duties usually devolving upon such Committee.

2. To report at each annual communication of the Grand Lodge the general condition of Freemasonry throughout the world.

Section 11. INVESTMENT ADVISORY COMMITTEE. (Cancelled 2006)**Section 12. LODGE SERVICE COMMITTEE.**

a. Creation and Term. There shall be a Lodge Service Committee consisting of fourteen (14) members plus an Executive Director, who shall serve as Chairman of this Committee. The fourteen (14) members will be appointed by the Grand Master for a term of one year. They shall be selected as nearly as feasible with three from each of the four geographical quadrants of the State of Iowa and two additional members from the Polk County area. Beginning with the appointments made in 2010, no member shall be appointed for more than six (6) consecutive terms. *(Amended 2010)*

b. Executive Director. The Executive Director shall be a full-time employee of the Grand Lodge with offices at the Grand Lodge Library and Administrative Building. He shall be appointed by the Grand Secretary subject to approval by the Grand Master and the Grand Lodge Trustees. The Grand Lodge Trustees shall set his salary.

c. Duties of the Executive Director.

1. To prepare and distribute Masonic educational material.

2. To assist subordinate lodges in setting up lodge programming.

3. To review and analyze membership trends.

4. To develop, recommend, and implement short, intermediate, and long term goals for membership retention and growth.

5. To be responsible for the Grand Lodge Speakers Bureau.
6. To schedule and arrange annual Neighborhood Meetings.
7. To assist the Grand Master in scheduling and arranging the Grand Master Area Meetings.
8. To schedule, set the agenda, and chair the Lodge Service Committee meetings.
9. To coordinate the various activities of the Lodge Service Committee which are conducted at the Annual Communication of the Grand Lodge, including the Fellowship Banquet.
10. To coordinate the activities of individual members of the Lodge Service Committee in the performance of their responsibilities.
11. To prepare the report of the Lodge Service Committee for presentation at the Annual Communication of the Grand Lodge.

d. Duties of the Committee. The duties of the Committee shall include, but not be limited to, assisting the Executive Director in conducting the various activities of the Committee: including personal visitations of lodges in their areas; Grand Master Area Meetings; Lodge Service Committee Neighborhood Meetings; the various activities of the Committee at Grand Lodge; the development and distribution of Masonic educational materials; review and analyze membership trends; recommend, develop and implement short, intermediate, and long term goals for membership retention and growth; and to provide appropriate assistance to subordinate lodges for the improvement and betterment of Freemasonry in Iowa. (*Amended 2001*)

Section 13. MASONIC JURISPRUDENCE COMMITTEE.

a. Creation and Terms. There shall be a Committee on Masonic Jurisprudence consisting of all Past Grand Masters of this Grand Lodge who are in good standing in a subordinate lodge chartered by the Grand Lodge of Iowa. All matters referred to this Committee must first be presented to the Grand Lodge and by it referred to the Committee.

b. Duties of Chairman. To call a meeting of the Committee on the same date as that called by the Grand Master in Chapter 3, Section 1b(10) of the Laws of the Grand Lodge for the purpose of consulting with the present Chairman of the Division and Reference Committee, as provided in Section 8c of this Chapter, approving the selection of the Chairman of the Division and Reference Committee for the coming year.

c. Duties of the Committee.

1. To review, and report thereon, all propositions to amend the written law of the jurisdiction.
2. To review, and report thereon, all decisions and official opinions of the Grand Master on matters of law.
3. To review all matters of legal significance.

Section 14. MASONIC YOUTH COMMITTEE.

a. Creation and Term. There shall be a Committee on Masonic Youth, consisting of five members, who shall be appointed by the Grand Master and shall hold office for a term of five years. Resource members, *ex officiis*, may be invited to sit with the Committee by the Chairman.

b. Duties.

1. To maintain a constant liaison with Masonic related youth organizations in Iowa.
2. To demonstrate the interest, concern, and support of Iowa Masons for the youth of Iowa.
3. To work cooperatively with such organizations to assist them in furthering their goals and objectives, insofar as the same are consistent with the principles of Freemasonry.

Section 15. MEMBERSHIP COMMITTEE. (Cancelled 2001)**Section 16. PUBLIC RELATIONS COMMITTEE.**

a. Creation and Term. There shall be a Committee on Public Relations, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of three years.

b. Duties.

1. To promote better public relations with those who are not members of the Fraternity.
2. To publicize Masonic events and activities which are of interest to the profane.
3. To assist similar committees or Worshipful Masters of subordinate lodges.
4. To enlist the support of newscasters and reporters over the State who are members of the Masonic Order.
5. To cooperate with and promote participation in worthwhile community and school affairs.

Section 17. PUBLIC SCHOOLS SUPPORT COMMITTEE.

a. Creation and Term. There shall be a Committee on Public School Support, consisting of three members, who shall be appointed by the Grand Master and shall hold office for a term of three years.

b. Duties. To develop a program whereby Iowa Masonry will actively support the Public Schools and Public School System.

Section 18. RECOGNITION OF GRAND BODIES COMMITTEE.

a. Creation and Term. There shall be a Committee on Recognition of Grand Bodies, consisting of one member, who shall be appointed by the Grand Master and shall hold office for a term of one year.

b. Duties. To examine and report on all matters that may be referred to such Committee.

Section 19. SCHOLARSHIP SELECTION COMMITTEE.

a. Creation and Term. There shall be a Scholarship Selection Committee, consisting of seven members, who shall be appointed by the Grand Master and shall hold office for a term of four years.

b. Duties.

1. To devise application forms for the Iowa Masonic Scholarship Program and properly distribute them.
2. To properly advertise the Iowa Masonic Scholarship Program.
3. To select the Iowa Masonic Scholarship recipients.
4. To notify the proper people for the awarding of the Iowa Masonic Scholarships.

Section 20. VISITORS COMMITTEE.

a. Creation and Term. There shall be a Committee on Visitors, consisting of two members, who shall be appointed by the Grand Master and shall hold office for a term of one year.

b. Duties. To welcome and accommodate brethren from other Grand Jurisdictions and other Grand Bodies desiring to visit the Grand Lodge, and to examine those not vouched for.

Section 21. MASONIC CHARITABLE EDUCATIONAL CORPORATION SCHOLARSHIP SELECTION COMMITTEE.

a. Creation and Term. There shall be a Masonic Charitable Educational Corporation Scholarship Selection Committee consisting of five members. The term of each shall be for five years. The Grand Master elected in 2008 shall appoint one member for a term of one year, one member for a term of two years, one member for a term of three years, one member for a term of four years, and one member for a term of five years. Successors shall be appointed for a term of five years, provided, that when a vacancy occurs the appointment shall be for the unexpired term.

b. Duties.

1. To devise application forms for the Masonic Charitable Educational Corporation Scholarship Program and properly distribute them.

2. To properly advertise the Masonic Charitable Educational Scholarship Program.

3. To select the Masonic Charitable Educational Corporation Scholarship recipients.

4. To notify the proper people for the awarding of the Masonic Charitable Educational Corporation Scholarships. *(Added to the Code 2008)*

Section 22. TECHNOLOGY COMMITTEE

a. Creation and Term. There shall be a Technology Committee consisting of the Grand Secretary, the Director of the Lodge Service Committee, and five members. The term of the five members shall be for five years. The Grand Master elected in 2011 shall appoint one member for a term of one year, one member for a term of two years, one member for a term of three years, one member for a term of four years, and one member for a term of five years. Successors shall be appointed for a term of five years, provided, that when a vacancy occurs the appointment shall be for the unexpired term.

b. Duties.

1. To create and maintain a Grand Lodge of Iowa web presence providing access to information, education, and communication for Iowa Masons provided by the Grand Secretary's Office.

2. To assist the Grand Secretary's Office with the various social media outlets.

3. To assist the local lodges with the various social media outlets

(Added to the Code 2011)

Section 23. Long Range Strategic Planning Committee

a. Creation and Term. There shall be a Long Range Strategic Planning Committee consisting of five members. The term of the five members shall be for five years. The Grand Master elected in 2012 shall appoint one member for a term of one year, one member for a term of two years, one member for a term of three years, one member for a term of four years, and one member for a term of five years. Successors shall be appointed for a term of five years, provided, that when a vacancy occurs the appointment shall be for the unexpired term. No member shall serve more than two consecutive terms. The Grand Secretary and Executive Director of the Lodge Service Committee shall serve as ex-officio members of this committee.

b. Duties.

1. To monitor and research societal, economic, and demographic trends which will affect Iowa Freemasonry in the future.
 2. To develop and propose for implementation a five, ten, and twenty year strategic plan for the Grand Lodge. The plan would be subject to approval of the membership of the Grand Lodge.
 3. To monitor the progress of attaining the goals and objectives as outlined in the adopted strategic plan and provide a yearly report thereon.
 4. To make periodic reviews of the strategic plan and recommendations on revisions as are necessary.
 5. To provide assistance to the leadership of the Grand Lodge, Committees of the Grand Lodge, and current and future leaders of the constituent lodges in developing programs to meet future needs.
 6. To provide assistance as requested to the local lodges in long-range planning efforts.
- (Added to the Code 2012)*

Section 24. IOWA ACADEMY OF MASONIC KNOWLEDGE COMMITTEE.

a. Creation and Term. There shall be an Iowa Academy of Masonic Knowledge Committee consisting of five members. The term of the five members shall be for five years. The Grand Master elected in 2013 shall appoint one member for a term of one year, one member for a term of two years, one member for a term of three years, one member for a term of four years, and one member for a term of five years. Successors shall be appointed for a term of five years, provided, that when a vacancy occurs the appointment shall be for the unexpired term. A member of the Technology Committee shall serve as an *ex officio* member of this committee to assist with maintaining the Web Site.

b. Duties.

1. To administer the Iowa Academy of Masonic Knowledge which has the following mission statement: "The Iowa Academy of Knowledge will provide an environment that will enable Masons to explore an understanding of the nature, history, philosophy and purposes of Freemasonry, its past, present and future and will provide them with opportunities to share those understandings with others."

2. To assist individual Masons in a leveled program of home study that will allow the individual Mason to work at his own pace and in his own area of interest through readings and responses to those readings for advancement through three levels of study.

3. Maintain records and develop methods for sharing information and acknowledging completion of various levels of study.

(Added to the Code 2013)

CHAPTER 12 IOWA MASONIC LIBRARY AND MUSEUMS

Section 1. LIBRARY.

a. Formation and Purpose. In 1844 the Grand Lodge of Iowa established the Iowa Masonic Library as a means of disseminating Masonic light and knowledge among the Craft. The Grand Lodge of Iowa has annually lent aid to the enlargement of the collection which is preserved in the Iowa Masonic Library Building in Cedar Rapids, Iowa. It is declared a positive duty of the Grand Lodge to continue its fostering care of the Library.

b. Withdrawal of Books. The Library being one of reference, and not a “circulating library,” the books shall not be withdrawn except in special cases and in the discretion of the Grand Librarian. The Grand Librarian is authorized and directed to set apart, in special cases, duplicate volumes now in the Library or hereafter acquired for general circulation under his direction.

c. Museums. In addition to the Library proper and in connection therewith, there shall be maintained a department of medals and coins; archaeological and other specimens; and old and rare books, documents, and autograph letters of distinguished Masons and other persons.

CHAPTER 13 RETIREMENT AND SECURITY

Section 1. QUALIFIED PLAN.

The Grand Lodge of Iowa has established a qualified retirement plan for eligible employees of the Grand Lodge of Iowa, the Iowa Masonic Health Facilities and the Rowley Memorial Masonic Home. The plan will conform to all current and future governmental and regulatory requirements and will meet all ERISA requirements. Additional information and specific details can be found in the current proto-type plan document and summary plan descriptions. They will be made available to interested parties upon request to the Pension Plan Administrators or their designee.

No change in, or termination of this plan may affect in any way the amount or terms of any pension benefits already provided prior to the then calendar year, or payment of benefits arising out of death or retirement occurring prior to the date of such change.

Section 2. ADMINISTRATION.

This qualified retirement plan, subject to the right of change or termination by the Grand Lodge, shall be under the direction of a group consisting of the Board of Trustees of

the Grand Lodge plus one member of the Board of Trustees of the Grand Charity Funds and one member from the Trustees of the Herman L. Rowley Memorial Trust. This body shall be known as the Pension Administrators, with the Chairman of the Board of Trustees of the Grand Lodge serving as coordinator. The member from each of the latter two Boards shall be designated by their respective Boards. The action of said Pension Administrators on any question involving the plan or the interpretation or application of the Plan shall be final unless modified by the Grand Lodge.

CHAPTER 14 COMMUNICATIONS AND VOTING

Section 1. HALLS AND ROOMS.

a. Engagement. The Grand Secretary, in consultation with the Grand Master, the Chairman of the Committee on Division and Reference and the Trustees of the Grand Lodge, shall make contracts for and engage the use of such halls and rooms as may be necessary for the accommodation of the Grand Lodge, its officers, boards, and committees at regular Communications.

b. Supervision. All preparation of such halls and their care during regular communications shall be under the supervision of the Grand Tyler.

c. Expense. The necessary expense incurred by virtue of this section shall be included in the bill for sessional expense and paid by the Grand Lodge.

Section 2. PRESIDING OFFICER.

By virtue of his office, the Grand Master shall be the presiding officer. In the absence of the Grand Master, Deputy Grand Master, Senior Grand Warden, and Junior Grand Warden, the senior of the Past Grand Masters and Wardens in attendance who is highest in rank shall preside. In the absence of both present and Past Grand Officers entitled to preside, then the Master of the senior subordinate lodge present shall preside.

Section 3. PARLIAMENTARY USAGE.

The parliamentary usage of civil deliberative bodies is not recognized in Masonry, except in so far as it does not conflict with our well-established customs and the time-honored powers of the Grand Master. The parliamentary usage of Masonry is something peculiar to itself. Its outlines are to be found in the Ancient Constitutions, Rules of Order, and the Laws of the Grand Lodge.

The sole object of all debate in Grand Lodge or in subordinate lodges is to elicit decisions which shall be for the good of the Craft. Hence, all questions under discussion must be positively determined at the time, or final action be postponed to a stated time, when the question must again be resumed and finally decided. The formation of "committee of the whole," the call for the "previous question" and all obstructive motions are forbidden.

Every proposition offered for consideration shall be in writing. Debate shall be closed at the will and pleasure of the Grand Master. All matters before the Grand Lodge for determination shall be decided by a majority vote except when otherwise provided by law.

Section 4. POINTS OF ORDER.

a. At the stroke of the Grand Master's gavel there shall be a general silence.

b. Everyone who speaks shall rise, address the presiding officer, and remain standing while speaking; and no member shall interrupt him, unless to raise a point of order. After decision thereon he may proceed, if he observes due order and decorum.

c. No brother shall speak more than once on the same question if objection is made, unless by permission of the Grand Master, except that the brother presenting any motion, resolution, or measure shall be entitled to make the closing address.

d. If any member has twice been called to order at one session for transgressing these rules and is guilty of the third offense of the same nature, the chair may peremptorily order him to leave the lodge room for that session.

Section 5. READING OF THE MINUTES WAIVED.

The reading of the minutes at Grand Lodge may be read at the conclusion of Grand Lodge or waived by a majority of the delegates in attendance and approved as printed in the Proceedings.

Section 6. GRAND LODGE APRONS.

In Grand Lodge the officers wear a white apron with purple edging and having thereon the emblem of the office within a circle. Past Grand Lodge Officers may wear such aprons as may have been heretofore or shall be hereafter presented to them or designated for them. Other members of the Grand Lodge wear a plain white apron.

Section 7. MILEAGE AND PER DIEM.

a. **Authorized.** There shall be paid to one representative from each lodge for each day's actual attendance upon Grand Lodge fifteen dollars (\$15.00), and for each mile of travel by the most practicable route from his home to Grand Lodge and return, ten cents. Such mileage rate shall also apply in determining the travel expense of the officers of the Grand Lodge and all persons entitled to payment of traveling expense for attendance upon the Grand Lodge Communications.

b. **To Whom Paid.** The mileage and per diem above provided for shall be paid to the actual officer highest in rank in attendance, as: Master, Senior Warden, Junior Warden. If only proxies are in attendance, then the proxy of the officer highest in rank shall receive such payment.

c. **Restrictions.** Important work for members in attendance upon the Grand Lodge comes during its closing hours. Therefore no mileage and per diem will be paid to any member who shall without permission of the Senior Grand Warden, for good cause shown, absent himself from attendance before the Grand Lodge is closed. In no case shall mileage be allowed or paid for travel outside the boundaries of the State.

Section 8. EXPENSES OF GRAND LODGE OFFICERS AND COMMITTEEMEN.

a. **Officers.** Each officer of the Grand Lodge as provided in Article IV, Sections 1a, 1b, and 1c of the Constitution shall receive his actual and necessary expenses for attendance at all communications of the Grand Lodge, regular and emergent, and the Grand Lodge School, on approval of the Committee on Finance; but in no case shall he receive expenses and in addition thereto mileage or per diem as the representative of his lodge.

b. **Committeemen.** Each committeeman shall receive such remuneration as provided in Section 7a of this Chapter, for each day's attendance at the Annual Communication of the Grand Lodge, and for actual meetings and/or functions performed during the Grand Lodge School, on approval of the Committee on Finance; but in no case shall he receive payment in any other capacity.

CHAPTER 15 RESOLUTIONS AND INTERPRETATIONS OF LAW

Section 1. RESOLUTIONS OF THE GRAND LODGE.

a. A resolution may be proposed by a member of the Grand Lodge, as defined in Article III of the Constitution, under the procedure and time as set forth in Chapter 17, Section 3 of the Laws of the Grand Lodge.

b. A resolution adopted by the Grand Lodge is effective only in so far as it conforms to existing laws and Grand Lodge interpretations of such laws. It remains in force until rescinded or a modification of the law renders it inoperative.

Section 2. DECISIONS OF THE GRAND LODGE.

a. On Reports of Committee on Appeals and Grievances. The decisions of the Grand Lodge on the report of the Committee on Appeals and Grievances touching the legal questions involved are judicial in value and are to be considered as correct interpretations of existing laws.

b. On Questions Submitted. Any member of the Grand Lodge may invoke its judicial determination upon a question of law as applicable to a given state of facts in the following manner.

1. The member shall present to the Grand Lodge a statement of facts in writing and set forth the legal question which he claims is involved.

2. The Grand Lodge, if it entertains the statement, shall refer it to the Committee on Masonic Jurisprudence, which shall report thereon.

3. The action of the Grand Lodge on such report shall be deemed a judicial interpretation of the law bearing on such a case.

Section 3. DECISIONS AND OPINIONS OF THE GRAND MASTER.

a. Defined. A “decision” must arise on a controverted point or question to which there are parties having conflicting interests with the right to seek a review in the Grand Lodge. Other rulings of the Grand Master are “opinions.”

b. Opinions. Opinions are either “official” or “unofficial.”

1. Official Opinions. The Master of a lodge may inquire of the Grand Master as to the law for the government of his lodge in a particular case. An opinion of the Grand Master in reply thereto is “official.”

2. Unofficial Opinions. Answers by the Grand Master to letters from other members of a lodge giving his opinion as to law or fact are “unofficial.”

c. Report. The Grand Master shall report to the Grand Lodge all decisions and official opinions on Masonic law rendered by him during its recess. Such decisions and official opinions shall be referred to the Committee on Masonic Jurisprudence for its consideration and report.

d. Effect. Decisions and official opinions govern the particular cases in which they are rendered until set aside by the Grand Lodge.

1. Decisions. In regard to decisions, the action of the Grand Lodge on the report of the Committee on Masonic Jurisprudence shall be deemed correct interpretation of the law governing the case decided.

2. Official Opinions. In regard to opinions, if official and approved by the Grand Lodge, they have the effect of an approval of the act of the Grand Master in the particular instance, but are not binding as correct expressions of either written or unwritten law.

They are of value only as opinions formed upon *ex parte* statements, without issues submitted in proceedings requiring judicial determination.

3. Unofficial Opinions. Unofficial opinions do not control or govern either the lodge or the individual Mason.

Section 4. RECOMMENDATIONS.

a. The Grand Master in his report, or a board or committee in its report, may present a draft of a proposed change in the law, but the action of the Grand Lodge in its enactment must be independent of its action of the report and in the manner set out elsewhere in this Code.

b. Recommendations of the Grand Master in his report, or of any board or committee in its report, as to changes in, alterations of, or additions to the law, although concurred in by the Grand Lodge, shall not be of force or effect as law merely by reason of such action; but to render them legal enactments, they must be presented to and adopted by the Grand Lodge as provided by the Code.

CHAPTER 16 PREPARING COPY FOR CODE

Section 1. AUTHORITY TO PREPARE CODE.

Whenever the Grand Lodge shall have directed the appointment of a committee or commission for revision of the Code, said committee or commission shall, without further authority from the Grand Lodge, have the power and authority in preparing the copy of an edition of the Code:

a. To correct therein all misspelled words in original enactments or in the then existing Code.

b. To correct all manifest grammatical and clerical errors, including punctuation marks, without changing the meaning.

c. To make necessary rewording to clarify the evident and manifest intent of the law.

d. To make changes in chapter numbers and headings, also changes in arrangement, combining or renumbering sections, subsections, and paragraphs, so as to give proper sequence and arrangement for distinct subjects but without changing the meaning.

CHAPTER 17 AMENDMENTS

Section 1. PROPOSED.

Amendments to the Code can only be proposed by members of the Grand Lodge, as defined in Article III of the Constitution.

Section 2. FORM.

Proposals for amendment shall be by resolution.

a. **Changing Existing Provision.** A proposed amendment which amends an existing provision by changing it shall specify the section or subdivision of the section which it is proposed to amend, and shall be in the form of a substitute for the section or subdivision thereof which it is proposed to amend.

b. **Adding to Existing Law.** A proposed amendment which adds to the existing law without amending the particular section or subdivision shall refer to the chapter of the General Law which will be affected.

Section 3. PROCEDURE.

a. Filing by July 15. Every resolution for amendment of the General Laws shall be filed in the office of the Grand Secretary not later than July 15 prior to the convening of the regular communication of the Grand Lodge at which it is proposed that the resolution will be acted upon. When July 15 falls on a Saturday or Sunday, the allowable filing date shall be extended to include the first Monday following July 15. However, a proposal for amendment sponsored by the Committee on Masonic Jurisprudence may be filed with the Grand Secretary at any time during the first day of the regular communication of the Grand Lodge. When so filed with and presented by the Grand Secretary to the Grand Lodge, it shall constitute the report of said committee recommending its adoption. *(Amended 2007)*

b. Grand Secretary's Duty. Prior to August 15, the Grand Secretary shall mail a copy of all resolutions to each member of the Grand Lodge as provided in Article III of the Constitution. Immediately following the Grand Master's Report on the morning of the first day of the regular communication of the Grand Lodge, the Grand Secretary or his deputy shall read the resolutions for amendment stating the sponsor of same. The reading of the resolutions and the sponsor's name may be waived by a majority vote of the delegates in attendance. Regardless of whether the reading is waived or not, the resolution shall, by law, be referred to the Committee on Masonic Jurisprudence in compliance with the provisions of Chapter 11, Section 13a of the Laws of the Grand Lodge.

c. Committee's Duty. Not later than the afternoon of the day preceding the opening of the regular communication of the Grand Lodge, the committee shall meet for the purpose of considering all proposed amendments and shall make its report thereon during the afternoon of the first day of the communication. The Committee may, by its report, recommend adoption, rejection, or amendment and adoption as amended, but its report shall have the effect of a recommendation only.

d. Action by Grand Lodge. Action on proposed amendments by the Grand Lodge shall be taken on any day of that communication of the Grand Lodge subsequent to the day on which the report of the Committee on Masonic Jurisprudence is made. Irrespective of the report of the committee, when the proposed amendment comes before the Grand Lodge for action, the question shall be, "Shall the resolution be adopted?", which question shall be put by the Grand Master when he has determined that the debate on the question has been completed; provided, that the recommendation of the Committee on Masonic Jurisprudence shall be read before the question is put. Amendments from the floor proposing changes to the originally proposed amendment shall not be allowed. *(Amended 2007)*

e. Effective Date. Unless otherwise provided by the Grand Lodge, amendments shall take effect on January 1st following their adoption.

f. Notification Required. Between April 15 and May 1 each year the Grand Secretary shall notify the Elective Grand Officers, the Deputy Grand Master, and the Chairman of each Grand Lodge Committee that proposals for amendments must be filed in his office on or before July 15. The failure of the Grand Secretary to carry out any of the duties prescribed in this section shall not affect the jurisdiction of the Grand Lodge to act on proposals for amendments in accordance with the procedure herein provided.

Section 4. PRIOR ACTS.

The repeal of existing laws shall not affect any act done, right accrued, offense committed, or proceeding commenced prior to the time when such repeal takes effect.

LAWS FOR SUBORDINATE LODGES

CHAPTER 1 SUBORDINATE LODGE DEFINED

Section 1. DEFINITION.

a. A subordinate lodge is a certain number of Masons duly assembled with the Holy Bible, Square, and Compass, and a Dispensation, Charter, or Warrant empowering them to work.

b. The terms “Grand Lodge,” “lodge(s)” and “subordinate lodge(s)” as used in this Code refer to the Grand Lodge of Iowa, A.F. & A.M. and to chartered lodges under its jurisdiction. *(Amended 2000)*

Section 2. LAWFUL AUTHORITY REQUIRED.

No lodge in this Grand Jurisdiction may legally work unless the document called a “Dispensation,” “Charter,” or “Warrant” has been issued by authority of law and is present at all communications of the lodge when opened on any degree; provided, that when a Charter has been issued to any lodge, a photostatic copy thereof duly attested by the Grand Secretary may be used in lieu thereof.

Section 3. IRREGULAR LODGES.

A lodge with a proper Dispensation, Charter, or Warrant, though not legally constituted for a particular meeting, as if fewer than seven members are present, is an irregular lodge and Masons made therein are not clandestine Masons. In such case the irregularity or error should be cured by “healing” (reobligating) the candidate in a regularly constituted lodge.

Section 4. CLANDESTINE LODGES.

A clandestine lodge is one without a Dispensation, Charter, or Warrant from a recognized Grand Lodge.

CHAPTER 2 LODGES UNDER DISPENSATION

Section 1. DISPENSATIONS.

A Masonic lodge shall at first work under authority of a Dispensation granted by the Grand Lodge or by the Grand Master during the recess of the Grand Lodge. In either case the Dispensation must be issued by the Grand Master and shall continue in force until the Charter is granted, unless sooner recalled by the Grand Master.

Section 2. LODGES UNDER DISPENSATION.

The requirements for the issuance of a Dispensation for the formation of a new lodge are:

a. A petition in writing signed by at least fifteen Master Masons in good standing and residents of the territory proposed for the jurisdiction of the new lodge. Certificates of Demission or Certificates of Good Standing in case they desire dual membership from a regular lodge in this or some other duly recognized Grand Jurisdiction must have been previously filed in the Grand Secretary’s office.

b. A certificate issued by at least one member of the Board of Custodians to the effect that the proposed Master and Wardens are qualified for the discharge of the duties of their respective offices.

c. A written notice to the lodge or lodges whose jurisdictions will be affected by the proposed lodge. The notice shall be presented to the lodge or lodges affected at a regular communication and shall require objection to be made to the Grand Master within ten days thereafter. A written consent shall dispense with the service of notice.

Section 3. DISPENSATION REFUSED.

If for any reason the Grand Master refuses to grant a Dispensation for a new lodge, all regular demits deposited with him with the petition thereof shall be returned to the owners and any conditional certificates of demission thus deposited with him shall be returned to the lodges issuing them.

Section 4. RESTRICTIONS.

a. **Issuance.** No Dispensation shall be issued for a new lodge after June 30 and prior to the close of the regular communication of the Grand Lodge for that year.

b. **Name and Number.** No new lodge shall receive the name or number of any lodge of the jurisdiction, whether active or extinct, nor shall a new lodge be named for the town or city where located, nor in honor of a living person.

Section 5. FEES.

For every Dispensation for the formation of a new lodge there shall be paid into the Grand Lodge treasury the sum of thirty dollars (\$30.00), which shall accompany the petition.

Section 6. RIGHTS.

Lodges working under Dispensation shall have all the rights of Chartered lodges, except election of officers and representation in the Grand Lodge.

Section 7. RETURNS.

a. **Facts to be Shown.** Every lodge under Dispensation shall, between August 15th and August 25th following the issue of the Dispensation, send to the Grand Secretary its returns and an abstract of its work, stating particularly the following facts as to each separate communication:

1. The day of the week, month, and year.
2. The names of the officers, the members, and visitors present thereat.
3. Whether the communication was stated or called, and on what degree the lodge was opened and closed.
4. All proceedings relating to petitions for degrees or affiliation, including reception; by whom recommended; fee paid; to whom referred; report thereon (not stating character of the report) and ballot had, with its result.
5. All examinations and the result thereof.
6. A statement of all work done.
7. Application for demits and action thereon.
8. Applications for transfer and waiver of jurisdiction over Entered Apprentices and Fellow Crafts, and action thereon.
9. A complete statement of the financial condition of the lodge.

b. Form. The abstract shall be made in such form as is prescribed by the Grand Secretary.

c. Certificate of Correctness. A certificate of correctness of the abstract shall be appended, signed by the Master and Secretary.

d. Referred to Committee. The abstract, when returned to the Grand Secretary, shall be referred to the Lodge Service Committee, without action by the Grand Lodge.

Section 8. WORK TO CEASE.

Work of a lodge under Dispensation shall cease August 15th following issue of the Dispensation and shall not be resumed until the Dispensation is renewed or the lodge has been constituted under authority of a Charter granted by the Grand Lodge.

Section 9. CHARTER REFUSED.

a. Status of Members. If a Dispensation is granted and a new lodge organized thereunder, and the Dispensation is subsequently recalled by the Grand Master, or if the Grand Lodge refuses a Charter, all the members thereof in good standing who were received on regular demits or were raised to the Sublime Degree of Master Mason therein shall have the status of regularly demitted Masons. Upon the demand of the Grand Secretary, the Secretary of such lodge shall promptly return to the office of the Grand Secretary all the books and records of the lodge covering the period when it worked under Dispensation.

b. Certificate of Good Standing. Upon the return of the books and records to the Grand Secretary, he shall issue to each member a certificate of good standing which shall have the force and effect of a demit. Entered Apprentices and Fellow Crafts shall be entitled to certificates as provided in Chapter 47, Section 2 of the Laws for Subordinate Lodges.

c. Conditional Demits. Conditional demits issued solely for the purpose of forming a new lodge, or affiliating with a lodge operating under dispensation, shall be returned to the lodge issuing them, whereupon the former membership therein shall be restored as of the date of such demits. If any such conditional demit be from a lodge that shall have become extinct after the issuing thereof, the brother named therein shall receive a certificate of good standing from the Grand Secretary which certificate shall have the force and effect therein as provided in paragraph b of this section.

CHAPTER 3 CHARTERING LODGES

Section 1. CHARTER ISSUED.

a. Issuance. If the work of the lodge under Dispensation has been satisfactory and the abstract required by Chapter 2, Section 7 of the Laws for Subordinate Lodges, has been filed with the Grand Secretary, the Grand Lodge may order a Charter issued. The Charter shall be issued by the Grand Secretary under the seal of the Grand Lodge and shall be signed by the Grand Master, Senior and Junior Grand Wardens, and Grand Secretary.

b. Fees. A Charter fee of twenty-five dollars (\$25.00) must be paid to the Grand Lodge before the issuance of the Charter.

Section 2. LODGE CONSTITUTED.

After the issuance of a Charter, the lodge must be constituted under the forms and usages of the Institution by the Grand Master or a Past Master duly authorized by him. A chartered lodge shall not proceed to work until it shall have been so constituted.

Section 3. CHARTER DELIVERED.

The Charter shall be delivered to the Master of the newly chartered lodge when he is installed during the ceremony of constituting the lodge. The Master of the lodge is charged with the safekeeping of the Charter.

Section 4. LOCATION.

The location of a lodge is in the city or town designated in the Charter or Dispensation.

Section 5. LOSS OF CHARTER.

a. Powers. The powers granted in a Charter can be lost in but two ways:

1. By surrender of the Charter.
2. By revocation of the Charter by the Grand Lodge.

b. Document. The document called a Charter can be lost or destroyed without impairing the powers granted by the Grand Lodge in that instrument. In that case a duplicate shall be issued by the Grand Secretary, who shall report that fact at the next annual Grand Lodge communication.

CHAPTER 4 SPECIAL LODGES

Section 1. RESEARCH LODGES.

a. Fifteen (15) or more Master Masons, members in good standing of any Iowa lodge or lodges, may petition the Grand Master for, and he may in his discretion issue, without fees and without compliance with the usual requirements prescribed for the issuance of a Dispensation under Chapter 2 of the Laws for Subordinate Lodges, a Dispensation to such members to form a Lodge of Research. A Charter may be issued, without fee, to such a Lodge of Research upon approval by the Grand Lodge at an annual communication; also, without compliance with the usual requirements prescribed for the issuance of a Charter.

The territorial jurisdiction of such Lodge of Research when formed shall be coextensive with the territorial jurisdiction of this Grand Lodge.

The membership shall consist of the Charter Members thereof and those members of Iowa lodges who are later admitted by affiliation, which affiliation may be had without a demit from a subordinate or regular lodge or a certificate of payment of dues.

Lodges of Research shall be designated and numbered separately and consecutively commencing with "Research Lodge No. 1."

A lodge formed hereunder may elect to honorary, contributing, or subscribing membership Master Masons or lodges of Master Masons in good standing in this or any other Grand Jurisdiction in Masonic affiliation with this Grand Lodge under such conditions as by its bylaws may be prescribed, which bylaws shall limit the power to vote to members belonging to Iowa lodges only.

b. A Lodge of Research shall be a lodge of research only and have the right, power, and authority only:

1. To promote within its own membership Masonic study and historical research.
2. To present findings and conclusions to the lodge for discussion and interchange of judgement.
3. To publish at convenient intervals proceedings or transactions containing such portions of the addresses and discussions in lodge as may be desirable to print.
4. To publish new Masonic books of outstanding merit.

5. To reproduce or print Masonic documents of historical importance.
6. To reprint scarce Masonic books and pamphlets.
7. To open and close its lodge on the Third Degree.
8. To have such rights and authority as may be necessary to carry on such work.

Any publication shall be without expense to the Grand Lodge.

For the purpose of carrying out such rights, powers, and authority it may make bylaws providing for the election of officers; for the establishment, control, and limitations of its membership; for the time and place and nature of its meetings; for the payment of dues and to effectuate the purposes of its organization.

Neither its designation as a lodge or its organization as such, nor the issuance of a Dispensation or a Charter shall constitute, or be construed as giving to it or any of its officers or members, any of the Masonic honors, rights, powers, privileges, or authority possessed by a Masonic lodge or by any of its officers or members, except such as are herein or later specifically granted by the Grand Lodge. Nor shall it or any of its members be subject to any additional duties or obligations of a Masonic lodge or a member thereof because it is a Masonic lodge, except under specific regulations or orders of the Grand Lodge or its own bylaws passed within the scope of the rights, powers, and authority granted to it by the Grand Lodge.

c. No person shall continue to be an active member of a Lodge of Research unless he is a regular member in good standing in a subordinate lodge of Masons. Such Lodge of Research shall at all times have at least ten members in good standing in Iowa in their subordinate lodges, or its Charter must be revoked by the Grand Master.

Section 2. MEMORIAL LODGES.

a. Fifteen (15) or more Masons, members in good standing of any Iowa lodge or lodges, may petition the Grand Master for, and he may in his discretion issue, without fees and without compliance with the usual requirements prescribed for issuance of a Dispensation under Chapter 2 of the Laws for Subordinate Lodges, a dispensation to such members to form a Memorial Lodge. A Charter may be issued without fee to such a Memorial Lodge upon approval by the Grand Lodge at an annual communication; also without compliance with the usual requirements prescribed for the issuance of a Charter.

The territorial jurisdiction of such Memorial Lodge when formed shall be coextensive with the territorial jurisdiction of this Grand Lodge.

The membership shall consist of the Charter Members thereof and those members of Iowa lodges or of any other Grand Jurisdiction recognized by the Grand Lodge of Iowa who are later admitted by affiliation, which affiliation may be had without a demit from a subordinate or regular lodge or a certificate of payment of dues.

Memorial Lodges shall be designated and numbered separately and consecutively commencing with "Memorial Lodge No. 1." A lodge formed hereunder may elect to membership Master Masons in good standing in this or any other Grand Jurisdiction in Masonic affiliation with this Grand Lodge under such conditions as its bylaws may prescribe.

b. A Memorial Lodge shall be a lodge of memorial purposes only and have the right, power, and authority only:

1. To hold and conduct Masonic memorial and funeral services when requested by the Lodge of which a deceased brother was a member or by the Grand Master or the Grand Secretary of the Grand Lodge of Iowa.
2. To open and close its lodge on the Third Degree.
3. To have such rights and authority as may be necessary to carry on such work.

4. For the purposes of carrying out such rights, powers, and authority, it may make bylaws providing for the election of officers; for the establishment, control, and limitations of its membership; for the time, place, and nature of its meetings; for the payment of dues and to effectuate the purpose of its organization.

Neither its designation as a lodge or its organization as such, nor the issuance of a Dispensation or a Charter shall constitute, or be construed as giving to it or any of its officers or members, any of the Masonic honors, rights, powers, privileges, or authority possessed by a Masonic lodge or by any of its officers or members, except such as are herein or later specifically granted by the Grand Lodge. Nor shall it or any of its members be subject to any additional duties or obligations of a Masonic lodge or a member thereof because it is a Masonic lodge except under specific regulations or orders of the Grand Lodge or its own bylaws passed within the scope of the rights, powers, and authority granted to it by the Grand Lodge.

c. No person shall continue to be a member of a Memorial Lodge unless he is a member in a subordinate lodge of Masons. Such Memorial Lodge shall at all times have at least ten members of subordinate lodges in Iowa or its Charter must be revoked by the Grand Master.

CHAPTER 5 JURISDICTION, DUTIES AND RESTRICTIONS

Section 1. JURISDICTION.

The territorial jurisdiction of the several lodges shall include the territorial limits of the State of Iowa.

Section 2. GRAND LODGE LAWS.

It is the duty of the Master to strictly enforce the Grand Lodge laws in the lodge over which he presides. Each subordinate lodge in the jurisdiction shall keep copies of such laws for the inspection of its members. The published proceedings of the Grand Lodge shall also be kept on file and shall be conclusive evidence of all matter contained therein.

Section 3. BYLAWS.

a. **Adoption or Amendment.** Each Chartered lodge shall adopt rules or bylaws for its government, not inconsistent with the laws of the Grand Lodge or the usages and customs of the Order. Propositions to adopt or amend rules or bylaws shall be presented at a stated communication of the lodge and announcement made by the Master that action thereon will be taken at the next stated communication. At the following stated communication the proposed rules or amendments shall be considered, and a majority vote shall be sufficient to adopt or amend; provided, that when such rules or bylaws are adopted, the lodge may provide by what vote they may be amended.

b. **Approval.** Local rules or bylaws need not be submitted to the Grand Lodge or the Grand Master for approval. Their legality depends upon their being in harmony with the laws of this Grand Jurisdiction. If questioned, they will be sustained to the extent of their validity. When repugnant to law, they are void.

Section 4. INCORPORATION.

All subordinate lodges, not presently incorporated, shall be incorporated under the Iowa Non-Profit Corporation Act, as amended.

Section 5. LODGE SEAL.

Each chartered lodge must have a seal, an impression of which must be filed by the lodge Secretary with the Grand Secretary. All official papers issued from the lodge must bear an impression of the seal.

Section 6. LODGE FUNDS.

a. Use. Lodge monies or securities may be spent for any purpose compatible with the tenets and teachings of Freemasonry. The sponsoring of Chapters of the Order of DeMolay, including the financing thereof or the financial assistance to a Chapter of the Order of DeMolay, financial support to the Order of the Rainbow for Girls, Jobs Daughters or to any community activity, organization, or fund drive of a charitable, educational, or patriotic nature whose aims and purposes are compatible with the tenets and teachings of Freemasonry, or the awarding of scholarships for extended education to public school students shall not be deemed to be in contravention of this section. No such sponsorship shall be given or financial support granted except by a two-thirds vote of the members present at a stated communication of the lodge. This section shall not be construed as permitting the use of lodge funds for the support of political parties or candidates for political office.

b. Investment. The lodge may invest its surplus funds under the supervision of its Board of Trustees in such securities as are recognized by the laws of the State of Iowa as suitable for the investment of trust funds.

c. Loans. No loan shall be made by a lodge to one of its own members.

Section 7. RENTAL, PURCHASES AND/OR ERECTION OF LODGE PROPERTY AND BUILDINGS.

No lodge, either as an individual lodge or in association with other lodges, Masonic bodies or any other organization in any form, shall expend any of its money or enter into any agreement for the purchase, erection, use, rental, or occupancy of any property, building or part thereof for any purpose until the method of financing and the general plans therefore have been submitted to the Board of Trustees of the Grand Lodge and their consent obtained.

Section 8. RESTRICTIONS ON USE OF LODGE PROPERTIES.

a. No subordinate lodge shall permit its property, any part thereof, or any property under its control, to be used for the manufacture or serving or sale for consumption on the premises of any beer, or malt, or vinous beverages or other intoxicating liquors, except that the serving or sale of such beverages or liquors shall not be prohibited on premises under the ownership or control of a Masonic Temple Association under the following conditions:

1. Such service or sale does not occur by or under the sponsorship of a subordinate lodge.

2. Such service or sale does not occur during the meeting of a subordinate lodge or while a subordinate lodge is conducting or sponsoring any activity on the Masonic Temple Association premises.

3. Such service or sale does not occur in a subordinate lodge room chartered and utilized for conferring degrees or conducting stated meetings.

b. *(Cancelled 2008)*

c. *(Cancelled 2007)*

Section 9. PUBLIC APPEARANCES.

a. When Permitted. The lodges of this jurisdiction are prohibited from appearing in public unless the occasion involves a duty or respect to the Masonic dead, a function of the Grand Lodge, or by a two-thirds favorable vote of the members present at a stated communication, the lodge may participate in a public ceremony, procession, or civic event and display the Masonic emblem and the lodge name and number; provided, that no part of the Ritual or secret work shall be recited or portrayed, and further provided, that the organization sponsoring such event shall not have aims or beliefs that are contrary to, or destructive of, the teachings and tenets of Freemasonry.

b. Masonic Clothing. Proper Masonic clothing for a funeral procession shall be a white apron and white gloves, except that Officers and Past Officers of the Grand Lodge and Officers and Past Masters of subordinate lodges may wear the apron appropriate to their office.

Section 10. BEGGING CIRCULARS.

It shall be unlawful for lodges to send out begging circulars without the approval of the Grand Master. Subordinate lodges shall not entertain begging circulars from foreign lodges without approval of the Grand Master of this Grand Jurisdiction.

Section 11. UNINSURED PROPERTY LOSS.

Any lodge failing to insure its property shall not be granted permission to ask assistance from other lodges of this jurisdiction on account of loss.

Section 12. CONSUMPTION OF ALCOHOL RESTRICTED

No beer, malt, vinous beverage, or any other intoxicating liquors shall be consumed within a Lodge room when that room is being used by a Lodge for the conferral of the Degrees of Entered Apprentice, Fellow Craft, or Master Mason, or when the Lodge is open for any purpose other than holding a Table Lodge of Instruction. (*Added 2008*)

CHAPTER 6 MEMBERS OF LODGES

Section 1. DEFINED.

The members in a subordinate lodge are those named in the Dispensation or Charter, those who are later admitted by affiliation, and those duly elected and Raised to the Sublime Degree of a Master Mason therein, and who retain such membership. The charter members of a lodge are those who were members at the date of granting the Charter.

a. Good Standing. The term "good standing" as used in this Code when applied to a Mason means that he is neither suspended, dropped from the roll, expelled, nor under charges of unmasonic conduct. If charges have been filed and objected to, good standing shall not be affected pending the disposal of such objection. Good standing does not mean that a Mason is not liable to charges, nor does it have any reference to the payment of dues.

b. Clandestine Mason. None are Masons unless made in a lodge working under authority of a recognized Grand Lodge.

c. Healing. The term "healing," as used in the Code, shall mean the reobligating of the brother in each of the degrees in which he has been already obligated in an irregular manner through no fault of his own.

Section 2. SIGNING OF BYLAWS.

When membership is acquired in a lodge, either by raising or election, the new member Chapter 5, Section 12 added in 2008

ber should at once sign the bylaws. Membership, however, does not depend on such act.

Section 3. DIPLOMA.

Each Master Mason, who is a member in good standing of a lodge in this jurisdiction, is entitled to have a diploma authenticated in due form by the Master and Secretary, under the seal of the lodge. Such Master Mason may have his diploma duly authenticated by the Grand Secretary, under the seal of the Grand Lodge.

Section 4. OBEDIENCE TO LAW.

The duties of each member of a lodge are to comply with the Ancient Constitutions of Freemasonry, to obey the laws and edicts of the Grand Lodge and the bylaws of his own lodge, and in general to conform to the precepts inculcated in the several lectures and charges of the three symbolic degrees of Freemasonry. Each lodge shall, for the purpose of discipline, have jurisdiction over Masons as provided in the portion of this Code on “Offenses and Trials.”

Section 5. RESPECT DUE OFFICERS.

Members shall pay due respect and obedience to the various lodge officers, according to their respective rank and station.

Section 6. VOTING.

Every member of the lodge who is proficient in the Third Degree as defined by Chapter 29, Section 1 of the Laws for Subordinate Lodges, shall be eligible to vote, and none other; provided, that a brother under charges for unmasonic conduct shall not be permitted to vote upon matters pertaining to such charges. See Chapter 29 Section 4 for voting on proficiency at Grand Master’s One-Day Classes. (*Amended 2001*)

CHAPTER 7 OFFICERS OF LODGES

Section 1. QUALIFICATIONS.

No one shall be elected or appointed to office unless he is a Master Mason, a member in good standing in the lodge, qualified to vote therein, not delinquent in payment of dues, and of real worth and merit; provided, however, that no one shall be elected Master unless he has served as a Warden. It is not necessary for the Master to have the “Degree of Past Master” before his installation.

Section 2. ONE OFFICE.

No brother can hold more than one office in the lodge at the same time.

Section 3. ELECTIVE OFFICERS.

The following officers of a subordinate lodge shall be elected by ballot: Master, Senior Warden, Junior Warden, Treasurer, and Secretary.

Section 4. APPOINTIVE OFFICERS.

Prior to the installation, the Master-elect shall make his appointment of the following officers: a Senior Deacon, a Junior Deacon, a Senior Steward, a Junior Steward, and a Tyler.

Chapter 6, Section 6 - Amended 2001

Section 5. SUPERNUMERARY OFFICERS.

The Master may, at his discretion, appoint a Chaplain, a Marshal, a Physician, an Organist, and one or more Masters of Ceremonies, whose duties shall correspond with their titles.

Section 6. PAST MASTER DEFINED.

The term "Past Master" as used in this Code means one who has been regularly elected and installed as Master of a lodge chartered by this Grand Lodge or by a Grand Lodge recognized by this Grand Lodge and who has served to the end of the term for which he was elected, resigned his office, or removed from the jurisdiction.

**CHAPTER 8
ELECTION OF OFFICERS**

Section 1. WHEN HELD.

The election of officers of the lodge shall be held annually, at the November stated communication. In emergent cases, the Grand Master may, in his discretion, vary this rule and authorize the annual election of officers at other times. If authorized at a special communication, it shall be upon notice to each member. The Grand Master may prescribe the manner and terms of such notice which shall be provided not less than five days prior to such election.

Section 2. TELLERS APPOINTED.

On the evening designated for the election, and after the regular business of the lodge (except work) is transacted, the Master shall order the lodge to prepare for the election of officers, and he shall appoint two or more competent members to act as tellers.

Section 3. ORDER OF TAKING.

The vote shall first be taken for Master, and when that office is filled the vote shall be taken for Senior Warden, then Junior Warden, then for Treasurer, and lastly for Secretary.

Section 4. BALLOT REQUIRED.

The election shall be by written ballot, and when the votes are collected, they shall be counted by the tellers under the supervision of the Secretary. A majority of all the votes cast (excluding blanks) shall be necessary to a choice.

Section 5. RESULTS DECLARED.

When the result is ascertained, it shall be declared by the Master or by his order.

**CHAPTER 9
INSTALLATION OF OFFICERS**

Section 1. WHEN HELD.

The installation of the officers of the lodge shall take place at any time following the December Stated Communication and prior to the first day of February. It can be held at other times only by dispensation from the Grand Master; provided, that the provisions of this paragraph shall not apply to an installation to fill a vacancy. No officer of a chartered lodge may assume the duties of an office before installation, except by *pro tem* appointment. (Amended 2005)

Chapter 9, Section 1 - Amended 2005

Section 2. REELECTED OFFICER.

An officer reelected or reappointed to the office in which he has just served one or more terms need not be reinstalled.

Section 3. BY PROXY FORBIDDEN.

No officer of a subordinate lodge may be installed by proxy.

Section 4. PUBLIC OR PRIVATE.

The installation of officers may be public or private, at the discretion of the Master, and when public shall be while the lodge is not at labor. Officer aprons may be worn at a public installation.

Section 5. WHO MAY INSTALL.

The Master, or any Past Master designated by him, may install the Master-elect, who may then proceed to install the other officers.

Section 6. RULES.

The rules for installing shall be those prescribed by the Grand Lodge in its Book of Ceremonials.

Section 7. CONTINUATION OF OFFICERS.

Each officer, duly elected or appointed and installed, shall hold office until his successor is duly chosen and installed or until his office shall have become vacant under the provisions of the Code.

CHAPTER 10 VACANCIES IN OFFICE

An office in a subordinate lodge shall become vacant when the incumbent resigns or ceases to be a member of the lodge in which he holds office.

Section 1. RESIGNATION OF OFFICERS.

In a subordinate lodge a resignation by an officer if made in open lodge may be oral; otherwise it shall be in writing, deposited with the Secretary at a stated communication of the lodge, and shall at once take effect. When one of the three principal officers shall resign, or his office becomes vacant, a successor shall be chosen before another principal officer may resign.

Section 2. ELECTIVE OFFICERS.

Whenever a vacancy occurs in an elective office in a subordinate lodge, the Master shall order an election to fill such vacancy and also any other vacancy that may result from such election. Such order must be made at a stated communication of the lodge, and the election shall be held at the next stated communication thereafter. The Grand Master may vary this rule in special cases at his discretion. If authority is granted to hold such election at a special communication, the dispensation therefor shall require that every member of the lodge shall be notified in writing not less than five days prior to such communication.

Section 3. APPOINTIVE OFFICERS.

Whenever a vacancy occurs in an appointive office, the officer authorized by law to make appointment to such office shall fill the vacancy.

Section 4. INSTALLATION OF OFFICERS.

Officers elected or appointed to fill vacancies must be installed as soon as practicable thereafter. The Master of each lodge shall have full authority to install such officers of his lodge without a special dispensation.

CHAPTER 11 DUTIES OF OFFICERS

Section 1. GENERAL.

Each officer of the lodge shall be held personally responsible to the Master, and through him to the lodge and Grand Lodge, that his office be filled with dignity, honor, and correctness, and that its various duties be performed without haughtiness or tyranny, but according to love and a diligent desire to exemplify before the world the virtues and sublime morality of Freemasonry.

In addition to those duties which appertain to every individual Mason and those which are purely traditional and therefor unwritten, the duties of the officers of a lodge are as set out in the following sections.

Section 2. THE MASTER.

It is the duty of the Master:

- a. To preserve the Charter of the lodge with unfailing care and to deliver it to his successor in office.
- b. To select the appointive officers.
- c. To appoint all committees, except as otherwise provided.
- d. To appoint the standing Committee on Finance on the day of his installation.
- e. To serve on the standing Committee on Charity.
- f. To open and preside over the lodge when present and to make all necessary provisions for the faithful performance of that duty when absent.
- g. To make pro tem appointments in the place of officers who are absent from the communications of the lodge.
- h. To decide all questions of order.
- i. To see that visiting brethren have courteous attention and are welcome in his lodge.
- j. To cast, as Master, in the event of a tie vote, the deciding vote, in addition to the vote which he has already cast in his capacity as member of the lodge.
- k. To give Masons instruction at every communication of the lodge.
- l. To read and expound to the lodge the proceedings of the Grand Lodge.
- m. To sign all orders drawn upon the Treasurer, after approval by the lodge.
- n. To convene the lodge in called communications whenever there shall appear to him a necessity.
- o. To see that the bylaws of the lodge, the Code of the Grand Lodge of Iowa, and the Ancient Constitutions of Freemasonry are duly understood, respected, and obeyed by the members.
- p. To take command of the other officers; to claim of them, at any time, advice

and assistance on any business relative to the Craft.

q. To see that the proper officers collect and truly keep the moneys of the lodge; to see that the furniture and other valuables are properly cared for; and should the Charter be forfeited or surrendered, to preserve these things subject to the order of the Grand Lodge.

r. To see that the Returns to the Grand Lodge are properly made out and forwarded by the Secretary within the time required by law.

s. To see that all unmasonic conduct that comes to his knowledge is dealt with according to the laws of the Grand Lodge.

t. To guarantee everyone charged with unmasonic conduct a fair trial and an appeal to the Grand Lodge if demanded.

u. To preside at the Masonic burial services of deceased Master Masons.

v. To inquire at each stated communication "Have all moneys received by the Secretary been paid over to the Treasurer and receipts taken therefor?"

w. To represent his lodge, in conjunction with the Wardens, at all communications of the Grand Lodge.

x. To install his successor in office.

Section 3. THE SENIOR WARDEN.

It is the duty of the Senior Warden:

a. To serve on the standing Committee on Charity.

b. To take charge of the Craft during the hours of labor.

c. To represent the lodge, in conjunction with Master and Junior Warden, at all Communications of the Grand Lodge.

d. To succeed to and exercise all the powers of the Master in the event of the Master's absence.

1. The Master is absent, so as to justify a Warden in acting for him when he is not present at a communication of the lodge, either stated or called, is absent from the jurisdiction, or unable to do official acts when necessity arises.

2. A warden acting as Master in his absence has the same power and authority as the Master. His signature should give his office as Warden, adding "Acting Master."

Section 4. THE JUNIOR WARDEN.

It is the duty of the Junior Warden:

a. To serve on the standing Committee on Charity.

b. To take charge of the Craft during the hours of refreshment.

c. To take cognizance of all complaints made by the brethren of unmasonic conduct necessary. However, this shall not be a bar to any brother bringing his complaint directly before the lodge.

d. To represent the lodge, in conjunction with the Master and Senior Warden, at all communications of the Grand Lodge.

e. To succeed to and exercise all the powers of the Master in the absence of the two officers above him. In so far as possible, the provisions of Section 2 of this Chapter shall apply when the Junior Warden acts as Master.

Section 5. THE TREASURER.

It is the duty of the Treasurer:

a. To receive all moneys from the hands of the Secretary, keep just and regular ac-

count of the same, and pay them out at the Worshipful Master's will and pleasure, with the consent of the lodge.

b. To keep such moneys separate and distinct from all other funds under his control, subject to the order of the lodge at all times.

c. To prepare annually a complete statement of his account with the lodge and deliver it to the Master.

d. To deliver promptly to his successor in office all the funds of the lodge, together with all the books, vouchers, and other documents having any reference to the financial business of the lodge.

Section 6. THE SECRETARY.

It is the duty of the Secretary:

a. To observe the Worshipful Master's will and pleasure; to record the proceedings of the lodge; to receive all moneys, pay them over to the Treasurer, and take his receipt therefor.

b. To include in the minutes such information as is proper to record, in keeping with Masonic usage and law; to enter in the record of each stated communication the amount of payment made by each person since the last stated communication and the purpose of such payment; and to pay over all moneys to the Treasurer without delay. Any neglect by the Secretary to pay over such moneys, unless such failure is due to the absence of the Treasurer or other good causes, is punishable by the arrest of his jewel by the Master.

c. To label and file for preservation all petitions and documents of every character on the business of the lodge and to keep the same in some safe and secure place and only deliver them by order of the lodge. However, the lodge may order the Secretary to have all such petitions and documents reduced by the use of microfilm or some similar process. When such petitions and documents have been so reduced and the reductions properly stored, the original thereof shall be destroyed, by burning, under the personal supervision of the Worshipful Master and the Secretary.

d. To prepare the Returns to the Grand Lodge under the forms furnished by the Grand Lodge, duly certify the same, and forward one copy to the Grand Secretary at the time required by law. (Chapter 20, Sections 3 and 4 of the Laws for Subordinate Lodges)

e. To keep an account with each member, and to promptly collect all dues.

f. To prepare annually, at the close of his term of office, a balance sheet of all accounts of the members and a roll of all who are not entitled to vote; to furnish an official statement of his own account with the lodge; and to deliver all such documents to the Master.

g. To keep a register of members and record therein all important factors relative to the Masonic history of each member. (Chapter 19, Section 3 of the Laws for Subordinate Lodges)

h. To keep a Visitors Book.

i. To furnish diplomas, demits, certificates, etc., duly signed and sealed, when authorized.

j. To attend trials and meetings for taking evidence.

k. To furnish copies of all evidence taken on trials where an appeal is taken.

l. To notify the Grand Secretary promptly of all expulsions and suspensions from the lodge.

m. To preserve the seal of the lodge with care and at the close of his term of office to deliver it to the Master.

n. To deliver promptly to his successor in office all the books, papers, vouchers, etc., in his possession having any reference to the business of his office.

Section 7. THE SENIOR DEACON.

It is the duty of the Senior Deacon:

- a.** To act as the messenger of the Master in the active duties of the lodge.
- b.** To give fraternal attention to visiting brethren.
- c.** To receive and conduct candidates in the different degrees of Masonry.

Section 8. THE JUNIOR DEACON.

It is the duty of the Junior Deacon:

- a.** To act as a messenger of the Senior Warden in the active duties of the lodge.
- b.** To have special care that the lodge is secure.

Section 9. THE STEWARDS.

It is the duty of the Stewards:

- a.** To have charge, subject to the direct order of the Master, of the furniture, jewels, and other property of the lodge.
- b.** To have special care to insure cleanliness in the hall and anterooms.
- c.** To provide for the comfort of the brethren.

Section 10. THE TYLER.

It is the duty of the Tyler:

- a.** To tyle the lodge subject to the direct orders of the Master.
- b.** To serve, except as otherwise provided, notices, summonses, citations, and other documents, issued under the authority of the Master and the lodge.

CHAPTER 12 ARREST OF JEWEL

Section 1. BY GRAND MASTER.

If, in the judgement of the Grand Master, any officer of the Grand Lodge or the Master of any subordinate lodge is guilty of such misconduct as may bring reproach upon the office or the Craft, the Grand Master may arrest his jewel.

Section 2. BY MASTER.

The Master of a subordinate lodge for like reason may arrest the jewel of any officer of his lodge, and he must make such arrest at any time by the order of the Grand Lodge or the Grand Master and shall forthwith report such action to the Grand Master.

Section 3. REVIEW BY GRAND LODGE.

In case the jewel of an officer is arrested, the officer thus deposed shall have the right to have his case heard upon its merits in the Grand Lodge and to that end he may petition the Grand Lodge therefor, setting forth in his petition the particulars of his complaint. Thereupon the Grand Lodge shall proceed to investigate and render a decision, keeping in view the attainment of Masonic justice.

Section 4. EFFECT.

The arrest of a jewel suspends the officer from all functions of his office, and the return of the jewel fully restores him to all such functions. Such arrest, however, shall not otherwise affect his standing as a Mason.

Section 5. RESTORATION.

The officer who arrests a jewel may return it, whenever in his judgment justice and the good of the Craft will be promoted thereby; except that, if the jewel of an officer in a subordinate lodge has been arrested by the order of the Grand Lodge or the Grand Master, then it can only be restored by order of the then Grand Master or the Grand Lodge.

CHAPTER 13 BOARD OF TRUSTEES

Section 1. PROVISIONS.

Each chartered lodge shall, by its bylaws, provide for a Board of Trustees, consisting of not more than three members, who may be the three principal officers of the lodge and their successors in office, or three members of the lodge to be elected by ballot, and for such terms and to serve in such manner as the lodge may provide.

Section 2. DUTIES.

The duties of such Trustees shall be to negotiate all loans for the lodge at its order; to make purchases of property at the direction of the lodge, and to hold the same in trust for the lodge; to insure all lodge property for at least one half its cash value against loss by fire, lightning, tornadoes, cyclones, and windstorms; and to do all other legitimate and proper acts as the lodge may direct.

CHAPTER 14 COMMITTEES

Section 1. PROVISIONS.

a. Standing Committees. There shall be four Standing Committees in each subordinate lodge: Charity, Finance, Membership, and Education. (*Amended 2009*)

b. Special Committees. Lodges may by motion, resolution, or bylaw provide for special committees for particular purposes. Such committees shall be appointed by the Master and shall consist of three members unless otherwise provided by the motion, resolution, or bylaw.

Section 2. CHARITY COMMITTEE .

a. Composition. The Charity Committee shall consist of the Master and the Senior and Junior Wardens who shall also be the Trustees of the Charity Fund. The Master shall be the Chairman.

b. Duties. It is the duty of the Charity Committee to act on behalf of the lodge in the exercise of its benevolence toward those entitled thereto and administers the charity funds of the lodge. The Charity Committee may also take such measures in caring for the sick as any sudden contingency may demand and disburse such funds as are contained in the Charity Fund for said purpose. Such committee shall have the power, without action of the lodge, to draw on the funds in its possession for a sum not exceeding Two Hundred Fifty

LAWS FOR SUBORDINATE LODGES

Dollars (\$250.00) at any one time to relieve the distress of a worthy brother or those dependent upon him. Sums in excess of Two Hundred Fifty Dollars (\$250.00) at any one time may be disbursed after approval of the lodge. (*Amended 2008*)

c. Liability. No lodge is liable for Masonic aid furnished by another lodge or a brother, unless such aid is furnished by request of such lodge or its Charity Committee.

d. Dues. It is the duty of a subordinate lodge in fixing the amount of its annual dues to allocate a portion thereof for charity, which portion shall be paid over to the Trustees of the Charity Fund and kept by them in a special account to be used for charitable purposes only.

e. Gifts, Bequests, and Devises. All gifts, bequests, and devises made to the lodge for charitable purposes shall be paid to the Trustees of the Charity Funds who shall hold legal title to the funds and the property of the Trust.

Section 3. FINANCE COMMITTEE.

a. Composition. The Finance Committee shall consist of three members of the lodge, to be appointed by the Master on the day of his installation.

b. Duties. It is the duty of the Finance Committee to examine the books, vouchers, and other documents of the Treasurer and Secretary and make a detailed report in writing each year at the stated communication in January. All bills, accounts, and claims against the lodge shall be referred to this committee, and it shall report upon the same. In the absence of such committee or any member thereof at any stated communication, the Master may make a *pro tem* appointment.

Section 4. EDUCATION COMMITTEE.

a. Composition. The Education Committee shall consist of three members of the lodge and the term shall be three years. The present members of the committee shall complete the terms to which they were appointed. Successors shall be appointed for a term of three years, provided, that when a vacancy occurs, the appointment shall be for the unexpired term. The names and addresses of the Education Committee are to be sent to the Executive Director, Lodge Service Committee, within thirty (30) days of the appointment.

b. Duties. It is the duty of the Education Committee to provide a program of instruction for the Craft in Masonic Education, distribute educational materials to the members, and to assist the Lodge Service Committee in the performance of its duties.

Section 5. MEMBERSHIP COMMITTEE.

a. Composition. The Membership Committee shall consist of three members of the lodge to be appointed by the Worshipful Master on the day of his installation.

b. Duties. It is the duty of the Membership Committee to assist the Worshipful Master and Wardens in developing strategies and programs for membership retention and growth, and to assist the Worshipful Master and Secretary in contacting brothers with unpaid dues and reporting their situation and need.

(*Section 5 added 2009*)

CHAPTER 15 COMMUNICATIONS OF LODGES

Section 1. DEFINED.

The communications (meetings) of a lodge are Stated (or Regular), Called (or Special), Festival, and Grand Master's One-Day Classes. *(Amended 2001)*

a. Stated. Stated communications shall be held at such times as the lodge may by bylaw prescribe. The time fixed for stated communications shall be upon a certain weekday of the calendar month, but not more often than once in each calendar month.

In the event of an Act of God, involving a weather disturbance, or in the event of a local, state, or national emergency preventing the holding of a stated communication of the lodge, the Worshipful Master may postpone such meeting. Such postponed meeting shall be held within the following seven days, on such weekday as the bylaws of the lodge shall

provide for such postponed meeting.

b. Called. Called communications may be held at any time at the discretion of the Master, as provided by law and the usages of the Craft.

c. Festival. Festival communications for social intercourse and pleasure may be called by a vote of the lodge at all suitable times and places, observing therein the teachings and welfare of the Institution.

d. Grand Master's One-Day Classes. At the request of at least three (3) Lodges chartered by this Grand Lodge, the Grand Master may issue a dispensation providing for the holding of a Grand Master's One-Day Class. No more than three Grand Master's One-Day Classes shall be held during the term of any Grand Master. See Section 8 of this Chapter for regulations governing Grand Master's One-Day Classes. *(Added 2001)*

Section 2. LOCATION.

The communications of a lodge shall be held at such place within the city or town of its location as the lodge may determine in its bylaws, subject to review or change by the Grand Master or the Grand Lodge. The Grand Master may, on good cause shown, permit the holding of called communications for work at other places within the city or town wherein the lodge is located, or within the jurisdiction of the lodge. No lodge may be opened for work in two places at the same time.

Section 3. DEDICATIONS.

The whole or any part of a building may be "dedicated" under Masonic usage, when used by Masons or by them and bodies requiring Masonic connections or other uses consistent with Masonic principles, whether the building or rooms are owned by the lodge or leased for a term of years.

Section 4. LOSS OF LODGE HALL.

In case a lodge hall is destroyed or becomes unavailable for use, the Grand Master may permit the holding of the communications of the lodge at another place within such city or town until another location can be legally selected. The Grand Master may, on good cause shown, permit the holding of lodge communications in another city or town. Each case may be reviewed by the incoming Grand Master.

Section 5. QUORUM.

a. Stated Communications. At a stated communication there must be present seven members of the particular lodge who are entitled to vote therein, including the Master or a Warden. When the question to be voted upon is consolidation with another lodge, under the provisions of Chapter 44, Section 3a of the Laws for Subordinate Lodges, the Grand Master (Chapter 44, Section 3b of the Laws for Subordinate Lodges) or his duly authorized representative, may convene the lodge and preside therein, and the question may be decided by a majority vote of such members of the lodge as are present, even though less than seven. In the event that the lodge is not able to meet because of a lack of quorum for three consecutive stated communications, the Master may petition the Grand Master to convene the lodge to conduct business. The Grand Master or his duly authorized representative will then constitute a quorum, and business may be conducted and questions decided by the members present. *(Amended 2007)*

b. Called Communications. At called communications for work or festival occasions, one principal officer of the lodge, with six others who are Master Masons in good standing, may legally open the lodge. Except for the principal officer, they need not be members of the particular lodge.

Section 6. WHEN CLOSED.

A subordinate lodge must be closed on the same calendar day that it is opened.

Section 7. SUNDAY COMMUNICATIONS.

Except for the purpose of Masonic burials, or other ceremonies pertaining exclusively to the dead, a subordinate lodge may not be opened on Sunday.

Section 8. GRAND MASTER'S ONE-DAY CLASSES

Grand Master's One-Day Classes may be held only on special dispensation from the Grand Master. Such Dispensation may be issued only at the request of at least three (3) Lodges chartered by this Grand Lodge. (See subsection 1d of this Chapter).

a. Plans. All plans for Grand Master's One-Day Classes shall be approved by the Grand Master and the Board of Custodians.

b. Lodge Secretary's Duty. It shall be the duty of the lodge Secretary to file with the Grand Secretary an official Application for Candidate to Participate in a Grand Master's One-Day Class for each candidate. Such form should be received in the office of the Grand Secretary no later than fifteen days prior to the scheduled date of the Grand Master's One-Day Class. Each Application shall be accompanied by the registration fee for the Grand Master's One-Day Class. After review of the Application and verification of all facts stated thereon, the Grand Secretary will complete a Grand Master's One-Day Class Admission Card and return it to the candidate with a copy to the Lodge Secretary. This card must be presented to the One-Day Class Registration Committee by the candidate on his arrival at the Grand Master's One-Day Class. No candidate will be registered without this Admission Card.

c. One Lodge Opened For Grand Master's One-Day Class. There shall be but one chartered lodge in the host city opened for the Grand Master's One-Day Class. Said lodge shall be opened in full form and called from labor to refreshment between conferral of degrees.

d. Certain Laws Not Changed. All rules and regulations pertaining to: Petitioner For The Degrees, Petition For The Degrees, Fees For The Degrees, Investigating Committee, Ballot on Petitioner, and Objection to Petitioner as stated in Chapters 22 through 27 of the Laws for Subordinate Lodges shall remain in effect for Grand Master's One-Day Classes.

e. Qualified Petitioners for Grand Master's One-Day Classes. In addition to Entered Apprentices and Fellow Crafts as described in subsections f, g, and h of this section, profanes meeting the qualifications as outlined in Section 1 subsections a, b, and c of Chapter 22 of the Laws for Subordinate Lodges, are qualified petitioners for Grand Master's One-Day Classes.

f. Within Six Months Prior To The Date Of The Grand Master's One-Day Class. Any Brother who has received his Entered Apprentice or Fellow Craft Degree in a lodge chartered by this Grand Lodge within six months prior to the date of the Grand Master's One-Day Class may, upon proof of such conferral and assurance that all fees due the lodge have been paid, signed by the lodge Secretary, complete the remaining Degrees in the Grand Master's One-Day Class without being adjudged proficient as required in Chapters 29 and 30 of the Laws for Subordinate Lodges.

g. Untimely Advancement. A brother who has been Initiated or Passed in a lodge chartered by this Grand Lodge previous to the six-month date referred to in Section 8f must petition such lodge for and be elected to advancement as provided in Chapter 30, Section 3

of the Laws For Subordinate Lodges. The adjudgement of proficiency in preceding degrees as found in Chapter 30, Section 3 of the Laws for Subordinate Lodges will not be required. A statement signed by the lodge Secretary verifying election for advancement and that all fees due the lodge have been paid will qualify the brother for the Grand Master's One-Day Class.

h. Advancement and Membership. A brother who has received his Entered Apprentice or Fellow Craft Degree in another state whose Grand Lodge is recognized by this Grand Lodge and has petitioned and been elected for Advancement and Membership in an Iowa lodge under the provisions of Chapter 31, Section 2 of the Laws for Subordinate Lodges shall be an eligible candidate for a Grand Master's One-Day Class.

i. Costs For Grand Master's One-Day Classes. In addition to the Initiation Fee required in Chapter 24, Section 1a of the Laws for Subordinate Lodges there will be an additional Grand Master's One Day Class Fee not to exceed \$100. This fee must accompany the official Application for Candidate to Participate in a Grand Master's One-Day Class.

j. All Degrees to be Conferred in their Entirety. The First and Second Sections of the First, Second and Third Degrees will be conferred in their entirety, as well as a Charge for each degree. No abbreviation of the Work will be allowed. There shall be one active candidate for each section of the three degrees. The remainder of the Class will observe from a special reserved section. *(Amended 2011)*

k. Proficiency Required. In lieu of the proficiency examination required in Chapter 29 of the Laws for Subordinate Lodges, each member of the Grand Master's One-Day Class shall, before passing from the Entered Apprentice Degree to the Fellow Craft Degree or from the Fellow Craft Degree to the Master Mason Degree, be instructed in all modes of recognition for the preceding degree. *(Amended 2008)*

l. Master Mason Status Contingency. No member who has been raised in a Grand Master's One-Day Class may vote, hold office, serve on committees, demit from his lodge, petition for dual or plural membership, petition for membership in the Ancient Arabic Order of the Nobles of the Mystic Shrine (the Shrine), or petition for membership in such Masonic Bodies as are recognized in Chapter 2, Section 2 of the Laws of the Grand Lodge or such other bodies as may hereafter be recognized by this Grand Lodge until he has (1) Signed the bylaws of his lodge, (2) Received instruction in all modes of recognition for the Master Mason Degree and (3) Completed the Systematic Masonic Enlightenment Course as prepared by the Board of Custodians. *(Amended 2002)*

m. Payment of Lodge Dues. The restrictions outlined in the previous subsection are not intended to waive the responsibility of the annual payment of lodge and Grand Lodge dues. Payment of such annual dues becomes due immediately upon Raising.

n. All candidates must be present for the conferral of all Three Degrees at a Grand Master's One-Day Class. Regardless of any previously conferred degrees, each candidate in a Grand Master's One-Day Class must be present for the conferral of all three degrees, for the instruction following the conferral and for the group examination at a Grand Master's One-Day Class. All provisions for proficiency as stated in subsection l of this section shall prevail for all candidates.

o. One-Day Class Candidates, Who for Unexpected Circumstances, are Unable to Receive or Complete the Degrees on the Day of the Class. Should a candidate for a Grand Master's One-Day Class, for unexpected circumstances, be unable to receive or complete the degrees on the day of the class, he may return to his lodge and complete the work in the traditional manner. His right to participate in a future Grand Master's One-Day Class will remain absolute pending adherence to the above listed sub sections.

(Section 8 added 2001)

CHAPTER 16 BUSINESS OF LODGES

Section 1. BUSINESS—WHEN TRANSACTED.

All business of a subordinate lodge, except degree work, may be transacted on the Entered Apprentice Degree, Fellow Craft Degree, or Master Mason Degree at the will and pleasure of the Worshipful Master. A lodge opened on the Entered Apprentice or Fellow Craft Degree for the purpose of holding a stated meeting, may be opened and closed on such degree without first opening on the Master Mason Degree. Business of a financial nature may be transacted only at a stated communication.

Section 2. ORDER OF BUSINESS.

The Master and/or the lodge determine the Order for Business. The following items are guidelines in setting meeting agendas.

a. Reports. Included in reports are minutes of the previous stated communication, minutes all intervening communications, Treasurer's report, reports of standing and special committees, and communications. All reports may be distributed prior to the meeting, or they may be read. The information contained in the reports shall be included in the minutes of the meeting.

b. Reports of Committees on Petitions. Reports of committees appointed to visit potential Masons should be presented, and the *fact* of the presentation should be entered on the record. The *substance* or *character* of the report should not be entered on the record.

c. Balloting. A secret ballot must be taken on each petition, and the result entered on the minutes. When balloting upon two or more petitions the Master shall determine whether a separate ballot shall be taken on each petition or whether the entire group shall be balloted upon collectively. (*Amended 2002*)

d. Reception of Petitions. Reviewed by the Secretary and record made, stating the fee paid and names of committeemen.

e. New Business. Bills read, referred, and allowed; charges preferred; notice to delinquents ordered; suspension of delinquents; motions and other general business.

f. Review of Lodge Actions. The substantive business of the lodge shall be reviewed for correctness.

g. Work. Close on the Third (or "call off"), and open (or "call on") on the degree required. If simply "called off," the lodge must again be "called on" on the Third degree before closing.

h. Closing.

Masonry is something peculiar to itself. Its outlines are to be found in the Ancient Constitutions, Rules of Order, and the Laws of the Grand Lodge. The sole object of all debate in Grand Lodge or in subordinate lodges is to elicit decisions which shall be for the good of the Craft. Hence, all questions under discussion must be positively determined at the time or final action be postponed to a stated time when the question must again be resumed and finally decided. The formation of "committee of the whole," the call for the "previous question," and all obstructive motions are forbidden.

CHAPTER 17 RULES OF ORDER IN LODGES

Section 1. PARLIAMENTARY USAGE.

The parliamentary usage of civil deliberative bodies is not recognized in Masonry,

except in so far as it does not conflict with our well-established customs and the time-honored powers of the Grand Master. The parliamentary usage of Masonry is something peculiar to itself. Its outlines are to be found in the Ancient Constitutions, Rules of Order, and the Laws of the Grand Lodge. The sole object of all debate in Grand Lodge or in subordinate lodges is to elicit decisions which shall be for the good of the Craft. Hence, all questions under discussion must be positively determined at the time or final action be postponed to a stated time when the question must again be resumed and finally decided. The formation of “committee of the whole,” the call for the “previous question,” and all obstructive motions are forbidden.

Section 2. RULES.

The following rules are for the government of subordinate lodges at their communications:

a. The principal officer present and, if more than one, the highest in rank, shall call the lodge to order, and then any competent brother may act for him; but the acts of the brother thus called are the acts of the officer. The Master or a Warden must be constantly present in the lodge.

b. When a brother rises to speak, he shall respectfully address himself to the Master; and, if he transgresses the rules of the lodge in speaking or otherwise, the Master shall call him to order, when he shall immediately sit down, unless permitted to explain.

c. The action of the lodge should be invoked by motion only in case there is something for the lodge to decide; that is, where it can legally say “yes” or “no” to a proposition or question. If the lodge must vote “yes,” then no vote is necessary; the Master must act without a vote. No motion to appoint a committee on a petition for degrees or membership is necessary. When such petition is received, a committee must be appointed. No motion to spread the ballot is necessary; at the proper time it must be spread.

d. When a motion is made and seconded, it shall be stated by the Master, or, if in writing, shall be read by the Secretary. Debate may follow.

e. Every motion shall be reduced to writing if any member desires it.

f. After a motion is stated by the Master or read by the Secretary, it shall be considered in possession of the lodge and cannot be withdrawn save by permission of the lodge.

g. No brother shall be permitted to speak more than twice on any question without leave, nor more than once until every other brother wishing to speak has spoken. When two or more rise at the same time to speak, the Master shall name the brother who shall speak first.

h. When a motion is under debate, no motion shall be received except to amend it, to refer it to a committee, or to postpone final decision until a future meeting.

i. Any member may call for a division of the question, where the nature of the subject will permit.

j. Motions and reports may be referred to committees at the discretion of the Master.

k. A motion to amend, until decided, shall preclude all other amendments of the main question.

l. No new motion, which totally changes the subject matter on which the original motion was intended to operate, shall be submitted under color of amendment or as a substitute for the motion under debate.

m. The debate ceases at the will and pleasure of the Master.

n. While the Master is addressing the lodge or putting the question, or a brother is

speaking, no brother shall engage in private discourse or pass between the speaker and the chair.

o. All members shall keep their places except the Marshal and Deacons, who may move from place to place in the discharge of their duties.

p. There shall be no debate after the question is put by the Master.

q. Every member present when a question is put shall be required to vote if entitled to do so, unless excused by vote of the lodge.

r. All matters before the lodge for determination shall be decided by a majority vote except where otherwise provided by law.

s. No member except one of the majority which decided a question shall be permitted to move for a reconsideration of such question. In case of a vote by paper ballot, any member may move for a reconsideration.

t. No appeal lies to a subordinate lodge from a decision of its Master. His decision can only be reviewed by the Grand Master during the recess of the Grand Lodge, subject to final action by the Grand Lodge at its regular communication, or by appeal directly to the Grand Lodge. Such appeal can be taken only by the person or persons against whom the decision is made. It may not be taken by any other member of the lodge who may differ from the Master in judgement. This subsection has no application to proceedings upon charges for unmasonic conduct.

CHAPTER 18 VOTING IN LODGES

Section 1. VOTING.

Voting in a subordinate lodge shall be by show of hands or by ballot. Unless the law requires a vote by ballot, it may be taken by show of hands, or the lodge may direct that the vote be taken by paper ballot.

Section 2. PAPER BALLOTS.

In all cases where a ballot is required but the term “secret” is not used, it may be taken by the use of paper ballots, and in such cases blanks shall not be counted.

Section 3. SECRET BALLOT.

a. Defined. The term “secret ballot,” as used in the Code, shall mean the use of white balls and black cubes of the same composition and weight and with a ballot box so arranged that the character of an individual ballot shall not become known.

b. Reconsideration Forbidden. A motion to reconsider a secret ballot is illegal and cannot be entertained.

c. Voting Required. Every member present when a secret ballot is taken shall vote, if entitled to do so, unless excused by the unanimous consent of the lodge.

d. Secrecy. In case a secret ballot is taken and the candidate rejected or the proposition lost, it is declared to be unmasonic for any brother to purposely make known the character of his vote or to purposely seek out the character of another’s vote or, if known to him, to reveal it to another, it being the intention hereof to preserve to the lodge and the Craft the full benefits and results of a secret ballot. Each member voting is the sole judge of what his vote shall be, and he shall not be questioned therefore or on account thereof.

CHAPTER 19 BOOKS AND RECORDS

Section 1. GENERAL.

Upon being chartered, every lodge is required to procure, open, and keep a set of books of record and finance, including an account with each member, and such other books as are required by other sections of this chapter.

Section 2. BYLAWS FOR SIGNATURE.

Every chartered lodge is required to keep a copy of the bylaws of the lodge in a book. The signature of every member of the lodge should be affixed to the bylaws.

Section 3. REGISTER OF MEMBERS.

Every lodge of the jurisdiction is required to keep a register, in which shall be entered the name of each member; the place and date of his birth; the date of his coming to Iowa; the dates of his initiation, passing, and raising; the name, number, and location of the lodge conferring the degrees; the dates of admission, demission, dropped from the roll, suspension, expulsion, restoration, or death, together with such other items of personal history as the lodge may desire to preserve.

Section 4. SUSPENSIONS AND EXPULSIONS.

Every chartered lodge shall keep a book in which shall be recorded the name of each member expelled or suspended by the lodge, with the date of his expulsion or suspension. The record shall be open to inspection.

Section 5. MINUTES.

a. Stated Communications. The minutes of a stated communication should be read and corrected before the lodge is closed and should then be signed, if properly recorded in the record book. If not so recorded, they may be later signed by the Master and Secretary. The reading of the minutes at the next stated communication is not for approval, but to bring forward unfinished business and for the general information of the lodge.

b. Special Communications. The minutes of intervening communications for work, funerals, or festivals, shall be made under the direction of the Master and shall be read for approval at the next stated communication.

c. Correction. Correction when unquestioned shall be made by order of the Master; if questioned, by motion and a vote of the lodge. The minutes of a lodge should not be changed by erasure or interlineation. If the minutes are to be changed, there should be a supplemental record stating the change or correction made.

CHAPTER 20 RETURNS OF CHARTERED LODGES

Section 1. FISCAL YEAR.

The fiscal year of subordinate lodges in this Grand Jurisdiction is from January 1st to December 31st inclusive.

Section 2. FORMS.

The Grand Secretary shall, during the month of November in each year, forward to the Master or Secretary of each lodge sufficient copies of forms for returns of his lodge

during the ensuing year. The reporting period shall be monthly and must be twelve (12) in number during the year. The month must be indicated on the return.

Section 3. OFFICER'S DUTIES.

Immediately after the last day of each month, the Master and Secretary, or the brothers who are acting as such at the close of the preceding month, shall enter or cause to be entered on the forms a record of the work during the preceding month. Such reports must be filed even though the lodge did not meet or do any work.

Section 4. REQUIRED INFORMATION.

The information to be entered on the returns shall include initiations, passings, raisings, admissions, reinstatements and restorations; also all demissions, deaths, expulsions, suspensions, and dropped from the roll, giving names in full with the respective dates; also such other information as may be called for by the Grand Secretary on such forms.

Section 5. DISPOSITION OF COPIES.

Copies of the returns shall be signed by the Secretary or Master and under seal of the lodge. The original shall be sent to the Grand Secretary and a copy shall be filed with the permanent records of the lodge.

Section 6. TIME LIMIT.

It is the special duty of the Master and Secretary in each lodge to see that the original of the returns is forwarded to the Grand Secretary in time to be received by him, in the ordinary course of mail, not later than the 10th of the month following the month for which the return is made.

Section 7. DELINQUENT RETURNS.

a. Procedure.

1. **Grand Secretary's Duty.** In case such returns are not received by the Grand Secretary on or before the 10th of the month, following the month for which the returns are due, the Grand Secretary shall immediately notify the Lodge Service Committee of the name and number of the lodge together with the names of the Master and Secretary thereof whose duty it was to make said returns.

2. **Lodge Service Committee Duty.** It shall be the duty of this Committee, as specified in Chapter 11, Section 12 of the Laws of the Grand Lodge, to make investigation of the causes of delinquency and report their findings to the Grand Master.

3. **Grand Master's Duty.** The Grand Master shall, after receiving the report of the Lodge Service Committee, notify each of said brothers charged with making the returns to show cause to him, within such time as he may designate, why he should not invoke the penalties hereinafter provided for failure to make returns.

4. **Penalties Invoked.** If the brothers so notified fail to respond to said notice to show cause, or in responding fail to make a showing satisfactory to the Grand Master, he shall immediately invoke against the Master the penalty of being deprived of the honor of a Past Master, and against both the Master and Secretary the disqualification from holding any elective office in a lodge or being a representative in the Grand Lodge. He shall also promptly notify them of this action and make a record thereof with the Grand Secretary. Such penalties shall continue in force until removed by the Grand Master or the Grand Lodge upon good cause shown.

b. Lodge or Lodge Officer at Fault. If after full investigation and findings it appears that the Master and/or Secretary are at fault, the Grand Master may arrest the jewel of either or both of these officers. If the Grand Master finds these officers without fault and the fault lies with the lodge, he may suspend the lodge from further labor. The Grand Master shall report his action at the next annual communication of the Grand Lodge.

c. Disqualifications Removed. In the event the Grand Master finds the Master, the Secretary, or the lodge without fault, the disqualification of the one or ones without fault shall be removed and he or they restored to their former status upon properly complying with above regulations.

Section 8. INSPECTION OF RETURNS.

It shall be the prerogative of the Lodge Service Committee to examine any lodge records, at the Grand Secretary's office, which the Committee feels would assist them in their work.

Section 9. CORRECTION.

In case returns are found to contain errors, the Grand Secretary shall correspond with the Master or Secretary of the lodge whence it came, calling attention to the errors. The Master or Secretary shall at once cause proper correction to be made on his copy of the returns and shall promptly forward to the Grand Secretary correct information to be attached to and become a part of the returns of that lodge in the office of the Grand Secretary. Thereafter all returns shall be submitted to the Lodge Service Committee, who shall make report thereon to the Grand Lodge, as by law provided.

Section 10. SECRETARY OF COMMITTEE.

To assist the Chairman of said Committee in the discharge of his duties, the Grand Secretary shall appoint a member of his office staff to act as Secretary for said Committee.

CHAPTER 21 JURISDICTION OF LODGES (PETITIONERS)

Section 1. TERRITORIAL JURISDICTION.

The territorial jurisdiction of each lodge in this State shall include the entire State, and a qualified petitioner may petition any lodge within this State.

No lodge shall act upon a petition for any of the degrees by any person who is not a resident of the jurisdiction of the State of Iowa without consent of the lodge or lodges within whose jurisdiction the petitioner resides. The residence, to justify election to degrees or to membership, means that it must be, and has been, in good faith the home of the petitioner.

Section 2. WAIVER OF TERRITORIAL JURISDICTION.

a. Required. A lodge which receives and desires to entertain a petition for the degrees of Masonry or for membership from a qualified resident of the jurisdiction of another Grand Lodge shall at once appoint a committee of investigation. After the appointment of the investigating committee, the Secretary shall, at once, in writing, via the Grand Secretary, on the form provided by the Grand Secretary, request the Grand Lodge

having jurisdiction to waive such jurisdiction in its favor. No ballot shall be taken on such petition until the lodge shall, in writing, receive the waiver of jurisdiction.

b. Referred. If a request for a waiver of jurisdiction over a petitioner for the degrees or for membership is received from a lodge in another Grand Jurisdiction, the proposal shall be submitted to the Grand Master, and his determination of whether or not the waiver is granted shall be final.

Section 3. EXERCISE OF JURISDICTION.

a. Timely Residence. No lodge shall possess any jurisdiction over any petitioner for the degrees of Masonry until he shall have resided six months within the jurisdiction of the Grand Lodge of Iowa.

b. Vesting. The lodge takes jurisdiction when a petition for the degrees is presented and a committee to investigate is appointed. The removal of the petitioner before such appointment deprives the lodge of jurisdiction, and no further proceedings shall be allowed. After the appointment of such committee, a removal from the Grand Jurisdiction does not divest the lodge of jurisdiction, and the lodge should proceed as if there had been no removal.

c. Authority to Confer Degrees. Every regular lodge, whether working under Charter or Dispensation, shall have the right to confer the degrees of Entered Apprentice, Fellow Craft, and Master Mason upon all qualified petitioners after timely residence in the State of Iowa as provided by law, subject to Masonic usages and the provisions of this Code.

d. Courtesy Work.

1. Lodges in this Grand Jurisdiction may confer degrees for each other by mutual agreement.

2. Lodges in this Grand Jurisdiction may confer degrees for a lodge in another Grand Jurisdiction if approved by the Grand Masters of both concerned Grand Jurisdictions.

e. Rejected Petitioner. The doctrine of perpetual jurisdiction over rejected petitioners, either within or without this Grand Jurisdiction, is not recognized by the Grand Lodge of Iowa. When a petitioner is rejected, that lodge loses all jurisdiction over him. However, if a petitioner is rejected in one lodge, no other lodge shall receive a petition for the degrees from such petitioner within six months thereafter even though the jurisdiction is concurrent.

Section 4. PETITIONER FOR AFFILIATION.

Each lodge has jurisdiction to receive and act on the petition for affiliation of any Master Mason who has resided for six months within the State of Iowa. In the case of dual or plural memberships, the residence requirement need not be met.

CHAPTER 22 PETITIONER FOR THE DEGREES

Section 1. QUALIFICATIONS.

a. General. The qualifications for a petitioner are: faith in God, hope in immortality, and charity (love) to all mankind. Further, the petitioner shall be a man, free-born, of good repute, shall have attained the age of eighteen (18) years at the time his petition is received, and except as otherwise provided by law, shall have resided for the space of six months in the State of Iowa immediately prior to the date the petition is received.

b. Physical. A man, to be eligible for the degrees, must be able to conform to all the ceremonies required in the work and practice of Masonry. The substitution of artificial parts or limbs for portions of his natural person shall not be a bar; provided, such parts or limbs are under practical control of the petitioner. Blindness, deformities or blemishes of the natural person may or may not be disqualifications, depending on the nature and extent of the same. Masters and lodges will be held strictly accountable for the observance of this law.

c. Dotage. No particular age is conclusive evidence of dotage. With one person it is earlier in life than with another. It is a question for the lodge, having in view the fact that we seek materials for use, not as a waste or an encumbrance.

Section 2. RECOMMENDERS.

The petitioner shall be recommended by at least two Master Masons in good standing who are members of the lodge petitioned.

CHAPTER 22A INVITATION TO PETITION

Section 1. IN LIEU OF PETITIONING PROCEDURE.

In lieu of the regular petitioning procedure as described in Chapters 22, 23, 25 and 26 the following procedure may be used.

Section 2. QUALIFICATIONS.

a. General. The qualifications for a petitioner are: faith in God, hope in immortality, and charity (love) to all mankind. Further, the petitioner shall be a man, free-born, of good repute, shall have attained the age of eighteen (18) years at the time his petition is received, and except as otherwise provided by law, shall have resided for the space of six months in the State of Iowa immediately prior to the date the proposal is submitted.

b. Physical. A man, to be eligible for the degrees, must be able to conform to all the ceremonies required in the work and practice of Masonry. The substitution of artificial parts or limbs for portions of his natural person shall not be a bar; provided, such parts or limbs are under practical control of the petitioner. Blindness, deformities or blemishes of the natural person may or may not be disqualifications, depending on the nature and extent of the same. Masters and lodges will be held strictly accountable for the observance of this law.

c. Dotage. No particular age is conclusive evidence of dotage. With one person it is earlier in life than with another. It is a question for the lodge, having in view the fact that we seek materials for use, not as a waste or an encumbrance.

Section 3. RECOMMENDERS.

The recommenders of a proposal for invitation shall act as the Investigating Committee. They shall be three Master Masons in good standing in the lodge to be petitioned. They shall have known the prospective candidate for a minimum of two years.

Section 4. PROCEDURE.

a. The Three Degrees. A proposal for invitation for the degrees of Masonry shall be for the degrees of Entered Apprentice, Fellow Craft, and Master Mason. A favorable ballot shall elect to the three degrees.

b. Proposal. The top line signer shall present the proposal for invitation at a Stated Communication without the prospective candidate's knowledge.

c. Ballot. A proposal for invitation shall be held over until the next Stated Communication at which time a secret ballot shall be spread. No ballot shall be taken on such proposal for invitation unless there shall be present at least seven members of the lodge who are entitled to vote therein. A unanimous ballot is required for election. The balloting procedure shall be the same as for a regular petitioner.

d. Re-ballot. Should only one negative ballot appear, the Master shall not declare the result but order a re-ballot, and the vote on the re-ballot shall be declared and be final.

e. Rejection or Objection. A negative ballot or an Objection (as outlined in Chapter 27) stops the proposal for invitation. It does not prohibit the proposed candidate from petitioning a lodge in the regular manner.

f. Form. The proposal for invitation shall be the official forms prescribed by the Grand Secretary and signed by the three recommenders. The potential candidate will *not* sign this form. After election the invited candidate must fill out, in its entirety, and sign an official petition as prescribed by the Grand Secretary's Office. The petition, accompanied by the lodge's fee as provided in Chapter 24, must be received and recorded by the lodge secretary before the degrees can be conferred.

g. Exceptions.

1. If the invitee gives a negative answer to the question on the petition "Do you profess faith in a Supreme Being?" the petition is rejected.

2. If the invitee gives a positive answer to either of the questions "Have you previously applied for membership in a Masonic lodge?" or "Have you ever been convicted of a felony?" the petition shall, at the petitioner's request, take the course of a regular petition.

h. Time Limit. If the candidate declines to accept the petition or fails to present himself for initiation within 6 months after the petition is received and recorded by the lodge, the petition is considered to have been withdrawn. Either action shall be made part of the lodge records. This does not prohibit the proposed candidate from petitioning a lodge in the regular manner at a future date. (*Added 2001*)

CHAPTER 23 PETITION FOR THE DEGREES

Section 1. THE THREE DEGREES.

A petition for the degrees of Masonry shall be for the degrees of Entered Apprentice, Fellow Craft, and Master Mason. A favorable ballot shall elect to the three degrees.

Section 2. FORM.

Petitions for the degrees shall be official forms prescribed by the Grand Secretary and shall be signed by the applicant.

A lodge receiving a petition for the degrees shall require the petitioner to state if he has previously petitioned a lodge for the degrees, or any of them. If he has so petitioned, he shall give the name and location of the lodge and what action was taken on said petition, in so far as he is able.

Section 3. RECEPTION.

The petition, with the required fee, shall be deposited with the Secretary. No lodge in this jurisdiction shall receive a petition for the degrees of Masonry except at a stated communication.

Section 4. WITHDRAWAL OF PETITION.

A petitioner for the degrees may withdraw his petition before reference to a committee, but not thereafter.

**CHAPTER 24
FEES FOR THE DEGREES****Section 1. FEES.**

a. Minimum Fees. No lodge shall confer the three degrees for less than fifty dollars (\$50.00), but more may be charged at the discretion of the lodge. Any lodge may provide for partial payment of such fees in its rules or bylaws. In such a case no less than one-half of the required fee shall accompany the petition and the remainder shall be paid before the degree of Fellow Craft is conferred. In no event shall any part of the fees be waived.

b. Area Minimum Fees. At the request of and after affirmative action by a majority of the lodges in municipalities or counties having three or more lodges, the Grand Master shall establish the minimum fee to be charged by the lodges in such municipality or county, as requested by such lodges. The minimum fee shall not be less than the minimum fees provided in Section 1a of this Chapter. Such minimum fee shall be effective on all petitions received by said lodges after the date of the notification by the Grand Master that such fees have been fixed.

c. Fees for Courtesy Work. When degrees are conferred by request for a lodge of a foreign jurisdiction, no fee shall be charged for such fraternal service. However, when the foreign jurisdiction makes a charge for like service for an Iowa lodge, then the Iowa lodge may make such reasonable charge for the service as may be agreed upon by the lodges concerned.

Section 2. REFUND OF FEES.

a. Not Legally Received. Fees paid to any lodge by one who is not eligible to receive the degrees are not legally received and shall be refunded to the petitioner.

b. Legally Received. Where a lodge has legally received fees for the degrees and the petitioner elected, the lodge shall not be required to refund the same or any part thereof, but it may do so for degrees not conferred by it. Such fees may be paid to any lodge that shall initiate or advance the petitioner.

c. Petitioner Rejected. If the petitioner is rejected, the fee advanced shall be returned to him.

Section 3. GRAND MASTER'S ONE-DAY CLASS:

There will be an additional Grand Master's One Day Class Fee not to exceed \$100. (*Added 2001*)

CHAPTER 25
INVESTIGATING COMMITTEE

Section 1. APPOINTMENT.

On the reception of a petition the Master shall appoint a committee of three to inquire into the character and fitness of the petitioner to be made a Mason.

If the petitioner's residence is more than twenty-five (25) miles from the lodge hall of the lodge being petitioned, the Master may request the Master of the lodge nearest his residence to appoint the investigating committee. In case there is more than one lodge equidistant from the petitioner's residence, then any one of these may be selected. The Master of the lodge so designated shall immediately appoint such a committee.

Section 2. DUTY.

It is the duty of this committee to make diligent inquiry into the character and habits of the petitioner. In case the committee is convinced that the petitioner is barred by reason of age or residence, such fact shall be specially reported, and the Master shall order the petition returned to the petitioner without ballot. In case a petition is so returned such fact shall be made known to the petitioner, and he may again petition whenever the requirements of the law are met.

Section 3. REPORT.

If the committee is one appointed by a lodge other than the one being petitioned as provided in Section 1 then their report shall be sent to the Secretary of the lodge petitioned within thirty (30) days. If the committee appointed is from the lodge petitioned, its findings shall be reported at the next stated communication of the lodge, unless further

time is granted by vote of the lodge.

The committee may report any information it has obtained which the members present should have to guide them in casting their ballots, but this information is strictly confidential and should not be entered of record either on the petition or in the minutes.

CHAPTER 26 BALLOT ON PETITIONER

Section 1. WHEN TAKEN.

No ballot shall be taken on a petition for the degrees until the next stated communication after its presentation.

Section 2. QUORUM.

No ballot shall be taken on such petition unless there shall be present at least seven members of the lodge who are entitled to vote therein.

Section 3. POSTPONED.

After the report of the committee on a petition for the degrees, the Master may at his discretion postpone the ballot thereon until the next stated communication. However, there shall be no further postponement except by unanimous consent of the lodge.

Section 4. PROCEDURE.

After the report of the committee, whether favorable or unfavorable, there shall be a secret ballot, which shall be as follows:

a. The Master shall order the Senior Deacon to spread the ballot. The Senior Deacon, after satisfying the Master and the Wardens that the ballot box is properly prepared, shall pass it to the Master, who shall then announce the name of the candidate whose petition is about to be balloted upon stating that white balls elect and black cubes reject, requesting all members who favor the reception of the candidate to deposit a white ball and all who oppose his reception to deposit a black cube, and cautioning them to be careful to avoid mistakes.

b. The Master shall then cast his ballot, and the Deacon shall pass the box to the Senior and Junior Wardens in turn, who shall each cast his ballot.

c. The box shall then be placed upon the altar, or upon a pedestal near the altar, and the other officers in turn and members present in good standing shall approach and cast their ballots.

d. When all have voted, the Deacon shall exhibit the ballot, first to the Junior Warden, then to the Senior Warden, and finally to the Master. If the Master finds the ballot clear or that there is more than one negative vote, he shall ask the Wardens how they find the ballot, and not until then shall he proclaim the result.

Section 5. REBALLOT.

Should only one negative ballot appear, the Master shall not declare the result but order a rebalot, and the vote on the rebalot shall be declared and be final.

Section 6. REBALLOT AFTER REJECTION.

If a petitioner for the degrees shall be rejected by ballot and so declared, there shall be no other ballot on said petition, except on dispensation from the Grand Master. Such

dispensation shall contain a proviso that all members present at the time of rejection shall be notified to be present at the rebalot. However, no such rebalot shall be had after six months from the date of rejection.

Section 7. NOTICE OF RESULT.

The Secretary of the lodge shall notify the petitioner of the action on his petition.

Section 8. GROUP BALLOTING

a. When balloting upon two or more petitions the Master shall determine whether a separate ballot shall be taken on each petition or whether the entire group shall be balloted upon collectively.

b. When group balloting is employed, the Master shall read the names of the petitioners with the essential information about each as supplied by the petition, and the report of the Investigating Committee. A ballot shall then be taken in the usual manner on the petitions collectively, and if no black cube appears, each petitioner shall be declared elected. If one or more black cubes appear, the Master shall either direct individual ballots or divide the names of the petitioners into groups. The Lodge shall then proceed to ballot in the usual manner on each individual or on each group. The Master shall declare each petitioner in a group elected if no black cube appears. This procedure shall continue until all petitions have been balloted upon. (*Amended 2002*)

CHAPTER 27 OBJECTION TO PETITIONER

Section 1. OBJECTION.

a. Provision. Any member of the lodge entitled to vote, whether present when the ballot was taken or not, may, at any time after reception of the petition and before the candidate is received, object secretly to the Master or to a Warden acting as Master to such candidate's initiation.

b. Report. Whenever such objection shall have been made, the fact thereof, without the name of the objector, shall be at once reported by the Master to the Wardens and to the Secretary.

c. Effect. Such objection, when made, shall have the same effect as an unfavorable ballot. If made before ballot is taken, no ballot is required.

d. Master's Announcement. At the next stated communication the Master shall announce such objection and declare the candidate rejected.

e. Record. Such announcement and declaration of the Master shall be entered on the minutes of the communication.

f. Identity of Objector. It shall be unmaasonic for the Master or a Warden acting as Master to disclose the name of the objector, or for the objector to disclose his identity. The right to object does not cease until the candidate is received. If the lodge has been opened for the initiation of a petitioner, the objection should be made to the Master or the Warden acting as such with as much secrecy as then possible and being so lodged further proceedings are stopped.

Section 2. PETITION RENEWED.

No lodge shall receive the petition of a candidate who has been rejected by ballot or

whose initiation has been prevented by objection within six months from the date of such rejection as it appears of record, but may thereafter if the petitioner is otherwise qualified.

CHAPTER 28 CONFERRAL OF DEGREES

Section 1. WHEN CONFERRED.

The degrees may be conferred at either stated or called communications or a Grand Master's One-Day Class as provided for in Chapter 15, Section 8 of the Laws for Subordinate Lodges. All Brothers must pass a satisfactory examination on the preceding degree before the Second or Third Degree is conferred. (*Amended 2001*)

Chapter 28, Section 1 amended 2001 - page added 2002

Section 2. FAILURE TO COME FORWARD.

Should an elected petitioner fail to present himself for initiation within six months, his election shall be void and the fee deposited forfeited to the lodge. However, the lodge may in its discretion return such fee. Additionally, if such failure is because of an absence in the military or naval service of the United States Government, or in the service of the Red Cross, the petitioner may present himself for initiation within six months after his discharge from such service.

Section 3. QUESTIONS TO CANDIDATES.

Before the candidate may enter the lodge for initiation, he shall plainly and unequivocally give his assent to these three questions:

a. "Do you seriously declare, upon your honor, that, unbiased by friends and uninfluenced by mercenary motives, you freely and voluntarily offer yourself a candidate for the Mysteries of Masonry?"

b. "Do you seriously declare, upon your honor, that you are prompted to solicit the privileges of Masonry by a favorable opinion conceived of the Institution, a desire of knowledge, and a sincere wish of being serviceable to your fellow creatures?"

c. "Do you seriously declare, upon your honor, that you will cheerfully conform to all the ancient established usages and customs of the Fraternity?"

Section 4. LECTURES AND ADMONITIONS TO BE GIVEN.

a. **Lectures.** Whenever any degree is conferred, it is the duty of the Master to give, or cause to be given, the lecture pertaining to such degree.

b. **Admonition.** The following is to be read by the Master after the conferring of the First Section of the Third Degree and before the conferring of the Second Section of the Third Degree.

"A Brother is about to be raised to the Sublime Degree of a Master Mason. This section of the degree could well be one of the richest experiences of his life, as it, symbolically, teaches Masonry's belief in the immortality of the soul.

"To properly impress the Brother with the seriousness of this ceremony, there must be no talking, laughing or other distraction, as the Temple, in this portion of the degree, is supposed to be silent and unoccupied.

"Only the participants in the drama are to speak, and they are instructed to make no gestures, or use any unnecessary roughness which might induce levity.

"An adherence to these instructions will help serve as an impressive climax to the Brother's advancement to the last and highest grade of Ancient Craft Masonry."

Section 5. APRON.

Every lodge in the jurisdiction is required to present a lambskin or white leather apron to each candidate at his initiation.

CHAPTER 29 PROFICIENCY

Section 1. DEFINED.

The term "proficiency" as used in this Chapter shall mean a satisfactory review of the Systematic Masonic Enlightenment Course as prepared by the Board of Custodians for each degree. The Systematic Masonic Enlightenment Course for each degree shall include

instruction on the obligation and all the modes of recognition (signs, words, passes, and/or grips) appropriate to that degree.

The term “mentor” as used in this Chapter shall mean the brother or brothers assigned to review the Systematic Masonic Enlightenment Course with the new brother. The mentor shall be a member of the Lodge’s Education Committee, or another suitable brother appointed by the Worshipful Master.

Section 2. REQUIRED.

Each brother having attained to a degree in Masonry is expected to obtain a determination of proficiency in that degree as soon as possible.

Section 3. REVIEW.

a. When Held. The review shall be conducted by the mentor or mentors assigned for the new brother.

b. Where Held. The review shall be held at a time and location convenient to the mentor and the brother being reviewed.

c. How Performed. The new brother shall be asked to read the course material in advance of the review. During the review, the new brother and the mentor will review the written material, and the discussion questions. Each question shall be discussed, to ensure that the brother being reviewed understands the material. The obligation of the degree shall be reviewed in its entirety to ensure that the new brother understands his obligation to himself and to his brethren. The modes of recognition for the degree shall be taught to the new brother. The new brother shall be given an opportunity to ask any question he may have.

Section 4. HOW DETERMINED.

Following completion of the review, the mentor shall report to the members of the lodge at a Tyled Communication that the brother has successfully reviewed the Systematic Masonic Enlightenment Course. The Secretary shall record the report in the minutes of the lodge. This action shall confirm the “determination of proficiency” as adjudged by the mentor.

Section 5. RESTRICTIONS PRIOR TO PROFICIENCY.

An Entered Apprentice or Fellow Craft may not be advanced to a higher degree until he has made suitable proficiency in the degree or degrees he has already received. A Master Mason must be proficient in the Third Degree before he can vote, hold office, serve on committees, demit from his lodge, petition another lodge for dual or plural membership, petition for membership in the Ancient Arabic Order of the Nobles of the Mystic Shrine (the Shrine), or petition for the degrees or membership in such Masonic Bodies as are recognized in Chapter 2, Section 2 of the Laws of the Grand Lodge or such other bodies as may hereafter be recognized by this Grand Lodge.

The proficiency requirements in this Section applying to the advancement of Entered Apprentices or Fellow Crafts shall not apply to brothers who are advanced in Grand Master’s One-Day Classes. The proficiency requirements stated in Chapter 15, Section 8, Subsections k and l of the Laws for Subordinate Lodges shall prevail for those brothers.

CHAPTER 30 ADVANCEMENT

Section 1. RIGHT.

An Entered Apprentice or a Fellow Craft, unless resting under charges of unmaasonic conduct, under legal disability, or debarred by the provisions of the following section, is entitled to advancement on making suitable proficiency as provided for in the preceding chapter.

Section 2. NOT STAYED.

After reception of the petitioner in the First Degree, his advancement shall not be stayed, except for cause, and in the manner provided by law.

Section 3. TIMELY ADVANCEMENT.

If a brother seeks advancement within six months after his initiation or passing, no formal application is necessary. He may present himself for advancement at any communication of the lodge, and, if he has been adjudged proficient, he should be advanced at a time convenient to the lodge and himself. Should such brother fail to present himself for passing or raising within six months after initiation or passing, he must, in writing, petition the lodge for advancement. Such petitioner must become proficient in the preceding degree before he may petition for advancement. In either case (timely or untimely) should the brother wish to complete his Degrees in a Grand Master's One-Day Class as provided in Chapter 15, Section 8 of the Laws For Subordinate Lodges, the requirements for proficiency in this section will be replaced by the provisions for proficiency as stated in Chapter 15, Sections 8k and 8l of the Laws for Subordinate Lodges.

If an Entered Apprentice or a Fellow Craft fails to present himself for advancement because of absence in the military or naval service of the United States Government, or in the service of the Red Cross, he may present himself within six months after his discharge from such service. (*Amended 2001*)

Section 4. PETITION FOR ADVANCEMENT.

A petition for advancement must be presented at a stated communication and be acted upon at the same stated communication. On such petition, there need be no recommendation nor committee of investigation appointed. No such petition may be entertained unless fees have been paid in full. A two-thirds vote by secret ballot shall elect for advancement.

Section 5. EXTINGUISHED LODGE.

An Entered Apprentice or Fellow Craft in good standing whose lodge is extinct may petition a lodge in whose jurisdiction he resides for the remaining degree or degrees, stating in his petition the name, number, and location of his lodge when in existence. Such petition shall take the course of that of a profane for the degrees. A favorable unanimous secret ballot shall entitle him to receive the remaining degree or degrees. The status of the brother is the same as if he had been initiated in such lodge. Such petitioner must become proficient in the preceding degrees before he may thus petition for advancement. Should the brother desire to be advanced in a Grand Master's One-Day Class, proficiency in the preceding degree(s) will not be required. (*Amended 2001*)

Section 6. CHARGES PREFERRED.

a. Advancement Stayed. If charges are preferred against an Entered Apprentice or a Fellow Craft, his advancement is thereby stayed pending proceedings thereon, as elsewhere provided in this Code.

b. Acquittal. If on trial of the charges he is found not guilty, he shall be advanced as though no charge had been preferred.

c. Verdict of Guilty. If he is found guilty and suspended or expelled, he can be advanced only after reinstatement. A punishment by reprimand shall not operate to stay advancement.

Section 7. EXPELLED OR SUSPENDED CANDIDATE.

An Entered Apprentice or a Fellow Craft who has been expelled or suspended cannot be advanced in any lodge of this jurisdiction until after reinstatement in the lodge by which he was expelled or suspended, or by the Grand Lodge, in cases provided therefor.

CHAPTER 31 ADVANCEMENT IN OR FROM ANOTHER GRAND JURISDICTION

Section 1. IN ANOTHER GRAND JURISDICTION.

When a qualified resident of Iowa removes to another Grand Jurisdiction before he receives degrees to which he has been elected, his lodge in this jurisdiction may use its discretion as to granting permission or authority for advancement there. This Grand Jurisdiction asserts no claim to an exclusive right to advance an Entered Apprentice or a Fellow Craft made or passed in this jurisdiction whose lodge is extinct and whose residence is changed to another Grand Jurisdiction.

Section 2. FROM ANOTHER GRAND JURISDICTION.

Entered Apprentices or Fellow Crafts of a lodge in a foreign jurisdiction shall be ad-

vanced for membership in a lodge in this jurisdiction only after permission granted under the laws of such foreign jurisdiction, provided that an Application for Advancement and Membership has been filed with the Iowa lodge. The petition shall be referred to a committee, as in the case of a petition by a profane, and a unanimous vote by secret ballot shall elect to the unconferrred degree or degrees. No lodge of this jurisdiction shall advance an applicant from another jurisdiction without following this procedure. A lodge of this jurisdiction may, by the consent or at the request of the parent lodge in the foreign jurisdiction, advance a brother for membership in such foreign lodge as a courtesy to the foreign lodge.

The right of an Entered Apprentice or Fellow Craft, made so in a foreign jurisdiction, whose lodge is extinct, to petition for advancement in this jurisdiction shall depend upon the laws of the jurisdiction from whence he came.

CHAPTER 32 AFFILIATION

Section 1. RIGHT.

a. The right of every Master Mason residing in Iowa to apply for membership in the Iowa lodge of his choice is absolute.

A former member whose non-affiliation is due to demission only may, regardless of his residence, apply for membership in any Iowa lodge in which he formerly held membership.

However, any Master Mason who has been expelled, suspended, or dropped from the rolls for nonpayment of dues must be reinstated or restored under the law of his Grand Jurisdiction before he may petition for membership in this Grand Jurisdiction.

b. Should any brother holding a valid demit issued by the Most Worshipful Prince Hall Grand Lodge F. & A.M. of Iowa and Jurisdiction, Inc. wish to affiliate as a single member in any lodge chartered by this Grand Lodge, the certificate of demission must be attached to his petition for affiliation and presented to the Iowa lodge with which he desires to affiliate. The affiliation procedure for such petition is outlined in Section 2 of this Chapter. *(Added 2000)*

Section 2. PROCEDURE.

a. Form of Petition. A petition for membership, as provided in this chapter, shall be on an official form prescribed by the Grand Secretary and shall be signed by the petitioner, who shall be recommended by at least two Master Masons in good standing who are members of the lodge applied to, and substantially as set out in the Official Form for Petition for Affiliation.

b. Reception of Petition. No petition for affiliation shall be received save at a stated communication of the lodge, and not then unless the petitioner shall have satisfied the Master that he is a Master Mason, by the methods required for visitation. No lodge shall act on a petition for affiliation unless the petition is accompanied by documents specified in this chapter.

c. Reference of Petition. The required conditions having been met, the petition may be received. Thereupon the Master shall, without any action by the lodge, refer the petition to a committee of three members of the lodge for investigation and report.

d. Committee's Duty. Such committee shall make diligent inquiry so as to acquire full information regarding the character and Masonic standing of the petitioner and make

its report at the next stated communication of the lodge, unless further time is granted by the lodge.

e. Secretary's Duty. The Secretary shall enter on the minutes the fact that the report was made, but neither the report nor its character may be so entered.

f. Withdrawal of Petition. The petition for affiliation may be withdrawn by the petitioner at any time before a vote thereon is taken.

g. Ballot.

1. After the report of the investigating committee, whether favorable or unfavorable, a secret ballot shall be taken thereon.
2. A favorable ballot of two-thirds of the members present shall be necessary to elect.

Section 3. ELECTION PRIOR TO DEMISSION.

a. Petitioner an Affiliate. If the petitioner is an affiliated Master Mason petitioning for membership, he shall file with his petition:

1. A written application to his lodge for a demit if his application is for a regular affiliation or a certificate of good standing if he is petitioning for a dual or plural affiliation.
2. A certificate or receipt, under the seal of the lodge in which he holds membership, showing that his dues for the current year are paid in full.

If the petitioner is elected and the application for demit is not received before the following January 1st by the lodge in which the petitioner has held membership, annual dues for such following year shall be paid by him to the lodge granting such demit.

b. Application for Demit Forwarded. If the petitioner is an affiliated Master Mason and is elected to membership in the lodge petitioned, the Secretary thereof shall immediately forward his application for a demit to the brother's lodge, where it shall take the usual course of such an application as provided in Chapter 36 of the Laws for Subordinate Lodges and be subject to the same conditions.

c. Demit Issued. If the brother is entitled to a demit, it shall be issued, and when received by the lodge which elected him to membership, the Secretary thereof shall file it with the petition and enter the brother's name as a member of the lodge petitioned as of even date with the certificate of demit.

d. Demit not Issued. If the brother is not entitled to a demit, it may not be issued, and the Secretary of the lodge shall so notify the lodge which has forwarded the application. In that case his election to membership shall be considered cancelled, but he may again petition when he becomes entitled to the demit.

e. Withdrawal Forbidden. After a brother has petitioned a lodge for membership and has been elected prior to demission, he may not withdraw his petition for affiliation even though his demit has not yet been granted.

f. Lodge Extinct. If at the time of his election his lodge is extinct, he must present a certificate or similar document showing good standing at the time his lodge became extinct, as provided in Section 4a of this Chapter. If he has no such certificate and if the Grand Lodge under whose jurisdiction such extinct lodge was acting is also extinct but was at the time of such extinction recognized by this Grand Lodge, the petitioner must present evidence which satisfies both the lodge petitioned and the Grand Master that such Grand Lodge is in truth and fact extinct. If both are satisfied, that fact must be entered on the lodge record. The application may then be accepted and acted upon.

g. Petitioner Rejected. If the petitioner is rejected, his demit, or his receipt for dues and application for demit, shall be returned to him.

Section 4. ELECTION AFTER DEMISSION.

If the petitioner is one whose membership in a recognized lodge has been severed by demission, he must accompany his application with any one of the following:

- a. Demit or Certified Record.** Properly certified evidence of his demission from

the lodge of which he was last a member or, if such lodge is extinct and his demit lost, a certified record from the Grand Lodge having custody of the records of the lodge granting the demit.

b. Other Evidence. Where such written evidence is not obtainable, other evidence may be accepted, but such other evidence shall not be deemed satisfactory until it shall have been submitted to the Grand Master and approved by him. In the case of written evidence the judgment of the lodge is sufficient, but upon other evidence the judgment of the lodge and that of the Grand Master must concur. The judgment of the lodge as to whether or not the evidence is satisfactory shall be determined by a show of hands in answer to the question by the Master: "Is the evidence of membership satisfactory?" or "Is the petitioner a regularly demitted Master Mason?" according to the facts which are to be determined.

Section 5. FEE NOT REQUIRED.

No fee shall be charged in any subordinate lodge for affiliation.

Section 6. GRAND SECRETARY'S CERTIFICATE.

If a demit is from a Grand Jurisdiction other than Iowa, it must contain the certificate of the Grand Secretary of such jurisdiction, under the seal of that Grand Lodge, to the effect that the lodge granting it is a regularly constituted lodge.

Section 7. DEMIT CANCELLED AFTER ELECTION.

When a petitioner is elected to membership, his demit shall be cancelled and the lodge granting it notified of the affiliation.

Section 8. RENEWED PETITION AFTER REJECTION.

A petition for affiliation may be filed as often as the lodge will receive it.

a. Within Six Months. If a renewed petition is made within six months from date of rejection, it must be to the rejecting lodge.

b. After Six Months. After six months from the date of rejection the petitioner may apply to any lodge he chooses within the jurisdiction of this Grand Lodge.

CHAPTER 33 DUAL AND PLURAL MEMBERSHIPS

Section 1. RIGHT.

This Grand Lodge grants to members of its lodges the right of membership in two or more lodges under certain conditions and restrictions.

Section 2. WITHIN THE STATE.

Any member of a lodge in this state, in good standing, against whom no charges are filed or pending and whose dues are fully paid, may retain such membership and affiliate with other lodges in this Grand Jurisdiction. The procedure shall be the same as outlined in Chapter 32, Section 2 of the Laws for Subordinate Lodges.

Section 3. WITHOUT THE STATE.

When a petition for affiliation is received from a member of a lodge in any other Grand Jurisdiction which has fraternal relations with this Grand Lodge and he desires to

retain his membership in a lodge within said jurisdiction thereby becoming a dual or plural member, the petition shall be forwarded immediately to the Grand Secretary of the Grand Lodge of Iowa. No further action shall be taken on such petition until the Grand Secretary shall make a complete investigation and return the petition with his endorsement stating that the Grand Jurisdiction in which such other lodge is located sanctions dual or plural membership and that said petition may be legally received and acted upon. The petition may then be processed in accordance with Chapter 32, Section 2 of the Laws for Subordinate Lodges. If the endorsement is not favorable, the petition and any other attachments thereto shall be returned to the petitioner. A member of an Iowa lodge residing either permanently or temporarily in the jurisdiction of another Grand Lodge with which the Grand Lodge of Iowa has fraternal relations, and which permits dual or plural membership may affiliate with a lodge in that jurisdiction and still retain his membership in Iowa lodges subject, however, to all the requirements and restrictions of the sister or foreign Grand Lodge.

Section 4. TO FORM A NEW LODGE.

Any Master Mason residing within this Grand Jurisdiction and desiring dual or plural membership may join in the Petition for Dispensation for a new lodge, or affiliate with a lodge operating Under Dispensation within this jurisdiction. He shall file with the Grand Secretary through the Secretary of his lodge, in lieu of a demit, a Certificate of Good Standing signed by the Secretary under the seal of the lodge. Said certificate shall contain the full name and address of the member, the dates of his three degrees and where received, together with the name, number and location of his present lodge, and shall state that his dues are fully paid and that no charges have been preferred or are pending.

Section 5. ADDITIONAL LODGES.

Membership in one or more additional lodges organized in this or another recognized Grand Jurisdiction for the purpose of Masonic research, or lodges organized within this jurisdiction as Memorial Lodges under the provisions of Chapter 4 of the Laws for Subordinate Lodges, shall not be considered dual or plural memberships.

Section 6. FORM OF PETITION.

The form of a petition for affiliation as a dual or plural member shall be substantially the same as prescribed in Chapter 32, Section 2a of the Laws for Subordinate Lodges, with any necessary changes, additions or attachments thereto being prescribed and ordered by the Grand Secretary. A Certificate of Good Standing signed by the Secretary under the seal of the lodge, containing the dates of the three degrees and any other information which is embodied in a regular demit, shall accompany the petition, together with proof that the dues of the petitioner are paid in full.

Section 7. DUTIES OF THE SECRETARY.

When a petitioner for affiliation is elected to dual or plural membership, the Secretary of the receiving lodge shall immediately notify the Secretary of the original lodge giving the name and address of the petitioner, together with the name, number, and address of the lodge in which he acquired said membership. The Secretary of the lodge in which the petitioner has established dual or plural membership shall also notify the Grand Secretary in writing, giving the affiliate's full name, and address, together with the name, number, address and jurisdiction of such other lodge in which the petitioner holds membership.

The Secretary of each lodge in this Grand Jurisdiction shall keep record of dual or

plural members of his lodge, listing therein the name, number, and address of such other lodge or lodges in which each dual or plural membership is held.

Section 8. RIGHTS AND PRIVILEGES.

Any member of an Iowa lodge who holds membership in other lodges within or without the state shall have the same rights and privileges and shall be under the same rules and regulations as far as the laws of this Grand Lodge extend as he would if he were a member of only one lodge.

Section 9. LOSS OF MEMBERSHIP.

Whenever a member of an Iowa lodge who holds membership in other lodges shall be suspended for unmaasonic conduct, expelled, or withdraws from one lodge, he shall also lose his membership in the other lodges so far as the authority of this Grand Lodge extends. The Secretary of the lodge in which the action is taken shall immediately notify the Grand Secretary of this Grand Lodge. If the other lodges involved are Iowa lodges the Secretary shall also notify the Secretaries of those lodges.

Section 10. RETENTION OF MEMBERSHIP IN ONE LODGE.

A dual or plural member may sever his membership in any lodge by submitting either a signed letter or an Application for Termination of Dual or Plural Membership (*not the same as a Request for Demit*) to the Secretary of the lodge in which he wishes his membership terminated. If all provisions outlined in Chapter 36, Section 2 of the Laws for Subordinate Lodges are met, the termination shall be ordered by the Master and the brother's name shall be removed from the roll as of that date. No document will be given to the brother requesting termination. If the reason for loss of membership is termination only, and he wishes to retain his membership in another lodge or lodges, he shall immediately notify the Secretary of said lodges expressing his desire to continue his membership therein, and his name shall not be removed from the roll of the lodge as long as he is in good standing and his dues are paid therein. The Secretary of the lodge or lodges in which said member retains his membership shall immediately notify the Grand Secretary, in writing, of his change in status.

Section 11. REINSTATEMENT AND RESTORATION.

All laws pertaining to restoration and reinstatement shall apply to dual or plural members so far as the authority of this Grand Lodge extends. No action shall be taken in his behalf until he shall have paid all indebtedness due all lodges in which he held membership when he was dropped from the roll, suspended, or expelled.

Section 12. DUES, FEES, AND ASSESSMENTS.

A petitioner for affiliation as a dual or plural member in any lodge in this jurisdiction shall not be charged a membership fee, and shall pay the same dues and assessments in each Iowa lodge as a member of only one lodge. A Master Mason who is exempted from dues payments per Chapter 40, Section 4d of the Laws for Subordinate Lodges shall also be exempt from such payments.

CHAPTER 34 NON-AFFILIATES AND UNAFFILIATES

Section 1. DEFINED.

a. Non-affiliate. A non-affiliate is one whose membership in a recognized lodge has

been severed by demission therefrom or who has within the year been dropped for nonpayment of dues.

b.Unaffiliate. An unaffiliate is one whose membership in a recognized lodge has been evered on account of sentence for offense, who has been dropped from the roll for a longer period than one year, or who has withdrawn from membership under the provisions of Chapter 37, Section 1 of the Laws for Subordinate Lodges.

Section 2. STATUS OF NON-AFFILIATE.

A non-affiliate has the right to receive instruction in the Mysteries of Masonry and may, at the discretion of the Master, be accorded Masonic burial. In addition to these rights, if the non-affiliation is by reason of demission only, the Master of any lodge may permit the non-affiliate to visit any communication of his lodge at any time within the year after the date of demission but not thereafter, and such non-affiliate has the right to petition for affiliation at any time.

If his non-affiliation results from nonpayment of dues, or if more than one year has elapsed since the date of his demission, he shall not be permitted to visit any lodge while he remains non-affiliated.

Under all conditions he shall still be subject to Masonic discipline and remain under those obligations which can never be repudiated or laid aside.

Section 3. STATUS OF UNAFFILIATE.

An unaffiliate is subject to Masonic discipline and remains under those obligations which can never be repudiated or laid aside. He shall have no Masonic right save that of petitioning his lodge for reinstatement.

**CHAPTER 35
VISITATIONS OF MASONS AT LODGES**

Section 1. AFFILIATES.

a. The right of an affiliate Master Mason to visit a lodge other than his own is discretionary with the Master thereof, having in view the usages of the Craft and the interests of the particular lodge. If objection is made, the Master shall investigate the reasons given and seek other information at his pleasure, and his decision is conclusive.

b. The provisions of this Chapter extend the right of visitation to all lodges under the jurisdiction of the Grand Lodge of Iowa, A.F. & A.M. by Iowa Prince Hall Masons and those from other Prince Hall Grand Lodges that are recognized by their respective Grand Lodges. (*Added 2000*)

Section 2. NON-AFFILIATES.

The right of visitation by non-affiliates shall be governed by the same restrictions as above given, subject, however, to the provisions of Chapter 34, Section 2 of the Laws for Subordinate Lodges.

Section 3. VISITATION RIGHTS OF PRINCE HALL MASONS.

The 2000 Mutual Recognition Resolution between this Grand Lodge and the Prince Hall Grand Lodge F. & A.M. of Iowa and Jurisdiction, Inc. provides for mutual Subordinate and Grand Lodge visitation rights.

Section 4. UNAFFILIATES.

An unaffiliate shall not be permitted to visit lodges.

Section 5. AVOUCHMENT.

It is expressly required that the Master of a lodge shall allow no brother to vouch for another as a Mason unless that brother has sat with him in open lodge or has examined him by authority of such Master.

CHAPTER 36 DEMISSION

Section 1. RIGHT.

a. Single Members. Every Master Mason in good standing who is a member of a lodge in this Grand Jurisdiction and not barred by the provisions of this Code is entitled to demit therefrom upon proper application. A Mason of a lower degree than Master is not a member and cannot demit.

b. Dual or Plural Members. A dual or plural member who wishes to sever his membership in one lodge while retaining his membership in the other lodge or lodges shall **NOT** be granted a Demit. He shall be required to submit a signed letter or Application for Termination of Dual or Plural Membership, after which such termination shall be granted by order of the Master provided the requirements outlined in Section 2 of this Chapter are met. There shall be no document given to the brother showing his membership termination.

c. Demits Absolute. All demits must be absolute except as provided in Section 6 of this Chapter.

Section 2. REQUIREMENTS.

A member may be granted a demit when the following requirements are met:

a. Application in Writing. He must make application therefor in writing over his own signature and file the same with the Secretary.

b. Payment of Indebtedness. He must pay all indebtedness to the lodge, including Grand and subordinate lodge dues, which may be due at the time of the first stated communication at which his application can be acted upon. If the application is filed with the Secretary prior to January 1st, it may be acted upon at the January stated communication, and if a demit is granted, no dues after the first day of January shall be required by the lodge granting the demit.

c. Officer Must Resign. An officer of the lodge must resign his office before making such application.

d. Charges of Unmasonic Conduct. There must be no pending charges of unmasonic conduct against the applicant, nor anyone claiming the privilege of preferring such charges, nor shall the demit be granted if the member asking for the same has been convicted of a felony in a State or Federal Court of competent jurisdiction and such conviction has not been reversed.

e. Proficient. He must have proven his proficiency on the Third Degree or have been admitted from a Lodge Chartered by a Grand Lodge recognized by the Grand Lodge of Iowa.

Section 3. PROCEDURE.

Each application for demission must be presented to the lodge at a stated communication, and if it appears that the foregoing requirements have been met, such application shall be granted by order of the Master and entered of record without vote of the lodge. The Secretary shall then issue the applicant a certificate thereof under seal of the lodge. Such order of the Master, when made and entered of record, cannot be revoked, and from that moment the membership of the applicant ceases.

Section 4. CHARGES.

a. Preferred. If charges of unmasonic conduct are preferred, they shall take the

course provided by law. If on trial for the same the accused is acquitted or, if convicted and punished with a reprimand only, then at the first stated communication after acquittal or reprimand a demit shall be issued as provided in Section 3 of this Chapter unless the request for demit has been withdrawn in the meantime.

b. Privileges Claimed. If any member shall claim the privilege of preferring charges against the applicant, then the application shall lie over until the next stated communication of the lodge. At that time, if no charges are preferred and no further time is given by vote of the lodge, the demit shall be issued as provided in Section 3 of this Chapter unless the request for demit has been withdrawn in the meantime.

Section 5. JURISDICTION NOT DIVESTED.

The granting of a demit under the foregoing provisions does not divest the lodge granting it of authority or jurisdiction to try and punish the demitted brother for offenses committed prior to his demission. The usual statement in a certificate of demission that the brother is in good standing means only that he is neither expelled, suspended, dropped from the roll, nor under charges for unmasonic conduct. It does not mean that he is not liable to charges.

Section 6. TO FORM A NEW LODGE.

a. Procedure. When any member of a lodge desires to join with others in forming a new lodge or wishes to affiliate with a lodge operating under dispensation in this jurisdiction and desires to demit for that purpose only and to resume his membership in his old lodge in the event of failure in the formation of such proposed new lodge or of failure to obtain a Charter therefor, he may petition his lodge at a stated communication for demission for such purpose. Such petition shall be subject to the same restrictions and action as provided in this chapter for absolute demission except that in event demission is granted, the conditional demit shall be transmitted by the Secretary of the lodge directly to the Grand Secretary. The brother's membership in the lodge issuing it will not be terminated until such new lodge is instituted. When the effective date of a conditional demit is received from the Grand Secretary, it will be announced by the Master at the next regular communication and entered of record.

b. Effect. During the time such new lodge is working Under Dispensation, such brother's membership is in the lodge working Under Dispensation. In the event of failure in the formation of such new lodge, then the conditional demit shall be returned by the Grand Secretary to the Secretary of the lodge which issued it. The brother's membership in that lodge shall be resumed as of the date of such conditional demit. In the event of failure of such lodge working Under Dispensation to obtain a Charter, then the conditional demit shall be returned by the Grand Secretary to the Secretary issuing it. The brother's membership in that lodge shall be resumed as of the date of the refusal of the Grand Lodge to grant a Charter. Announcement of such resumption shall be made by the Master at a stated communication and should be entered of record.

CHAPTER 37 WITHDRAWAL FROM MEMBERSHIP

Section 1. PERMITTED.

Any member against whom no charges are pending and whose indebtedness to the lodge is paid may withdraw from membership by presenting a written application therefor at a stated communication.

Section 2. PROCEDURE.

The lodge shall grant the request by order of the Master and entered of record. His name shall be dropped from the roll and his membership terminated.

Section 3. STATUS.

He shall thereafter be subject to the disabilities of an unaffiliate Master Mason, as defined in Chapter 34, Section 3 of the Laws for Subordinate Lodges. However, an elective officer cannot withdraw unless he first resigns.

Section 4. REINSTATEMENT.

a. Petition Required. Any Master Mason who has withdrawn from membership may petition the lodge from which he withdrew for reinstatement.

b. Requirements. Such petition shall be recommended by at least two members of the lodge in good standing and be accompanied by the amount of the Grand Lodge and local dues for the current year.

c. Procedure. Such petition shall be presented at a stated communication of the lodge and shall then take the course of an application for affiliation as to time, recommenders, reference to a committee, and report.

d. Vote Required. A favorable unanimous secret ballot of the members present and voting shall be necessary for reinstatement.

e. Objection. Any member of the lodge entitled to vote may, at any time after the reception of the petition and before the ballot is taken, object secretly to the Master or to a Warden acting as Master to such applicant's reinstatement with the same effect and limitations as provided in Chapter 27, Section 1 of the Laws for Subordinate Lodges for candidates for the degrees.

Section 5. EXTINCT LODGES.

a. Presented to Grand Secretary. In case the lodge from which a brother has withdrawn is extinct, his petition for reinstatement shall be presented to the Grand Secretary accompanied by the recommendation of at least two Master Masons in good standing living in the county of his residence and by Grand Lodge dues for the current year.

b. Content of Petition. Such petition shall show the name, number, and location of the lodge from which such brother withdrew and the date of his withdrawal therefrom.

c. Grand Secretary's Duty. The Grand Secretary shall place before the Grand Master all documents and information in his possession in connection therewith, and the Grand Master shall thereafter satisfy himself of the worthiness of such petitioner. Upon being satisfied he shall so notify the Grand Secretary who shall then issue to the petitioner a Certificate of Reinstatement which shall have the force and effect of a regular demit.

d. Status of Petitioner. Such brother shall then have the status of a non-affiliate Master Mason and may thereafter affiliate with any lodge of his local jurisdiction under the same terms and restrictions as set out in Chapter 32 of the Laws for Subordinate Lodges.

e. Rejected Petition. Should such petition be rejected by the Grand Secretary, the brother may appeal to the Grand Lodge.

CHAPTER 38 REINSTATEMENT AFTER UNMASONIC CONDUCT

A Mason expelled or suspended in this Grand Jurisdiction for unmasonic conduct may be reinstated as provided in this chapter.

Section 1. EXPELLED MASON.

a. Lodge Action. If the petitioner for reinstatement is an expelled Mason, he must at a stated communication petition the lodge from which he was expelled. The petition must take the course of that of a profane for the degrees as to recommenders, time, and reference to a committee. A unanimous vote by secret ballot is necessary for reinstatement.

b. Grand Lodge Action. If the lodge votes to reinstate, it shall petition the Grand Lodge for approval of its action. If the Grand Lodge approves the action, the petitioner shall, after having been reobligated in all the degrees he has received, be fully reinstated.

c. Objection. Any member of the lodge entitled to vote, may at any time after the reception of the petition and before the ballot is taken, object secretly to the Master or to a Warden acting as Master to such applicant's reinstatement with the same effect and limitations as provided in Chapter 27, Section 1 of the Laws for Subordinate Lodges for candidates for the degrees.

Section 2. SUSPENDED MASON.

a. Lodge Action. If the petitioner for reinstatement is suspended for unmasonic conduct, he must at a stated communication petition the lodge from which he was suspended. The petition must take the course of that of a profane for the degrees as to recommenders, time, and reference to a committee. A unanimous vote by secret ballot is necessary for reinstatement.

b. Objection. Any member of the lodge entitled to vote may, at any time after the reception of the petition and before the ballot is taken, object secretly to the Master or to a Warden acting as Master to such applicant's reinstatement with the same effect and limitations as provided in Chapter 27, Section 1 of the Laws for Subordinate Lodges for candidates for the degrees.

Section 3. EXTINCT LODGE.

a. Provision. If the lodge which expelled or suspended a brother is extinct, such brother may petition the Grand Lodge for reinstatement, accompanying his petition with the amount of his indebtedness to the lodge and stating in his petition the name, number, and location of such subordinate lodge.

b. Procedure. Such petition may be presented to the Grand Lodge at its regular communication or to the Grand Master during vacation. In either case the Grand Master shall appoint a committee of investigation, and thereafter the Grand Lodge may act thereon at its discretion.

c. Vote Required. A two-thirds vote of the Grand Lodge shall be necessary to reinstate.

d. Status of Member. A reinstatement under the provisions of this section shall not be to membership in any particular lodge, but the standing of the reinstated brother shall be that of a regularly demitted Master Mason. If he is an Entered Apprentice or Fellow Craft, then his standing shall be that of a Mason in good standing of such degree with his lodge extinct.

CHAPTER 39 MASONIC BURIALS

One of the rewards of Masonic service is the honor of Masonic burial. Such burial shall be accorded by a lodge to one of its deceased members when requested by the mem-

ber himself or by his family.

Section 1. ENTITLED.

None but Master Masons in good standing or non-affiliated may receive Masonic burial. Such a Master Mason in good standing who at time of his death was not a member of the lodge applied to may receive Masonic burial at the discretion of the Master.

Section 2. CONDUCTED.

All Masonic burials must be conducted by a lodge of Master Masons, and no Entered Apprentice or Fellow Craft may be admitted to the procession.

Section 3. CHARTER.

a. Location. A Master may take the Charter of his lodge to any suitable place in Iowa and there open a funeral lodge for Masonic burial purposes.

b. Presiding Officer. In the case of the inability of the Master and Wardens to preside, any Past Master of the lodge in good standing may preside at a special meeting of the lodge called for conducting the Masonic burial of a deceased member or brother.

c. Annual Lodge of Sorrow. A lodge may provide by resolution or amendment to the bylaws for an annual lodge of sorrow. Such lodge of sorrow may be opened in regular form any time after the installation of officers and remain open for the purpose of conducting funeral and memorial services during the term of office, Chapter 15, Section 6 of the Laws for Subordinate Lodges notwithstanding. The Master shall close the lodge of sorrow in regular form before the end of his term.

Minutes shall be kept by the Secretary of the lodge. These minutes shall be read in the same manner as minutes of a called communication at the next stated communication for correction and approval.

CHAPTER 40 LODGE DUES

Section 1. REQUIRED.

Each chartered lodge shall collect from each member thereof annual dues. Such dues consist of two parts:

a. Grand Lodge. Grand Lodge dues shall be such per capita amount as the Grand Lodge shall order.

b. Subordinate Lodge. Subordinate lodge dues shall be such per capita amount as the lodge shall fix by bylaw duly enacted. The amount of such per capita part shall not be less than four dollars.

Section 2. LODGES RESPONSIBLE.

Each lodge shall be responsible for the per capita Grand Lodge part and shall collect the same from each member together with the part allocated for lodge purposes, exempting none except as expressly provided by law.

Section 3. MEMBERS TO BE CHARGED.

When a brother becomes a member of a lodge, the Secretary shall collect from him the part of the annual dues allocated for Grand Lodge purposes and the part allocated for lodge purposes except as provided in the following section.

Section 4. EXCEPTIONS.

a. Membership after July 1st. When a brother becomes a member after the first day of July of any year, the lodge may, by bylaw duly enacted, collect the one-half of the lodge part of its dues for that year. In such event Grand Lodge dues shall be correspondingly prorated.

b. Remission. If a lodge by vote duly taken finds a brother unable to pay accrued or current dues, or if a brother is in the active military or naval service of the United States or of any of its allies, it may remit such accrued or current dues in whole or in part. If remitted in whole, such action shall remit both the part going to the Grand Lodge and that going to the lodge; provided, that the action of the lodge is properly reported on the Returns.

c. Paid Elsewhere. In case a member has paid Grand or subordinate lodge dues for the annual period in one lodge and becomes a member of another lodge during such period, no Grand or subordinate lodge dues shall be collected from him for the year for which such dues have been paid. This provision is not applicable to dual or plural membership.

d. Fifty Year Members. No annual dues shall be assessed against any member who had, prior to January one of that year, completed an aggregate of at least fifty (50) years as a member in one or more lodges of this Grand Jurisdiction or one recognized by the Grand Lodge of Iowa and provided he was raised prior to January 1, 1964. However, in determining the aggregate years of membership in any lodge or lodges, no lapse shall have been deemed to occur for time between demission from a lodge and the following election into a lodge if both the demission and election are within a period of one year and for which dues have been fully paid or remitted. This method of computation shall be retroactive for past years for determination of eligibility for brethren reaching Fifty Year status after January 1, 1973. *(Amended 2006) (Amended 2013)*

Section 5. WHEN DUE.

All dues shall be due and payable by lodge members in advance on the first day of January of each year.

Section 6. STATEMENT REQUIRED.

When the dues become due, it is the duty of the Secretary to send a statement of the amount due courteously informing the brother of that fact and requesting payment.

Section 7. RECEIPT FOR DUES.

The Secretary of each subordinate lodge is required to issue an official Receipt for Dues to each member on his payment of said dues for the current year. The identification cards or Receipts for Dues must be procured through the Grand Secretary's Office.

Section 8. COLLECTION.

All moneys due from members shall be collected by the Secretary, who shall keep a just and regular account thereof and promptly pay them over to the Treasurer, taking his receipt therefor.

Section 9. SENT TO GRAND SECRETARY.

All moneys collected by the lodges and belonging to the Grand Lodge may be transmitted to the Grand Secretary at any time.

Chapter 40, Section 4d amended 2006, 2013

CHAPTER 41 DELINQUENT DUES

Section 1. WHEN DELINQUENT.

Unpaid dues become delinquent three months after they are due and payable. (See Chapter 40, Section 5 of the Laws for Subordinate Lodges.) (*Amended 2011*)

Section 2. EXCEPTION.

Dues shall in no case be deemed delinquent where the brother is excused from payment on account of inability to pay.

Section 3. REMISSION BY LODGE.

When the dues of any member become delinquent, the lodge may remit them upon a proper showing of inability to pay. If such action is not taken, the procedure shall be as set forth in the following sections.

Section 4. NOTICE OF DELINQUENCY.

When a member shall fail to pay his dues on or before the first day of April in any year, it shall be the duty of the Secretary to notify him of his delinquency within ten (10) days immediately following April 1, in writing addressed to him at his last known address by United States mail in a sealed envelope with sufficient postage. The notice shall advise him that if he fails to pay his dues on or before the date of the stated communication in July of that year (giving the exact date of same) then his name will, without action by the lodge, be automatically dropped from the roll as of that date. A member who has supposedly paid his dues by submitting a check which is returned for any reason other than endorsement missing shall, after being notified of the fact and failing to make it good, be deemed to have failed to pay his dues. The Secretary shall at the July stated communication read the names of all members whose dues are not paid, and unless action is taken to remit the same, they will be automatically dropped from the roll as of that date. This action shall be recorded in the minutes.

Within fifteen (15) days after the July stated communication at which such action was taken, notification of the action shall be given said member by the Secretary in writing addressed to him at his last known address by United States mail in a sealed envelope with sufficient postage on a form prescribed by the Grand Secretary. Such notice shall have printed thereon the provisions of Section 8 of this Chapter relative to restorations. However, the failure of the Secretary to give such notice shall not affect the action of the lodge in dropping the brother from the roll.

In the event a member's dues check, submitted prior to the July stated communication, is returned following the August stated communication for reasons indicated above, said member shall, after being notified of the fact and failing to make it good, be considered as dropped from the roll as of the date of the July stated communication. Such fact and the particulars thereof shall be recorded in the July minutes as a supplement. Such action shall be completed and the supplement recorded prior to the August stated communication.

Should a lodge, by its bylaws, not meet in July, then the Secretary shall act as if the lodge had met for its stated communication, and make report to the lodge at its next stated communication. (*Amended 2010*)

Section 5. APPEARANCE.

If the brother appears at any time on or before the date of the stated communication in July either in person, by written communication, or by some brother in his behalf, he may be heard. Upon a sufficient showing of inability to pay, the lodge may remit the dues. (*Amended 2010*)

Section 6. RECORD.

The Secretary shall make full record of all proceedings had under this chapter. Such records shall show:

- a. The date and nature of all notices sent out under the provisions of Section 4 of this Chapter.
- b. All proceedings and actions taken under the provisions of Sections 4 and 5 of this Chapter.

Section 7. DURING SUSPENSION.

a. **Dues not Charged.** No dues shall be charged against a Mason for the period during which his name is not on the roll of members.

b. **Standing.** During the period a brother's name remains off the roll his status shall be:

1. For the first year, that of a non-affiliate. (Chapter 34, Section 2 of the Laws for Subordinate Lodges.)
2. After one year, that of an unaffiliate. (Chapter 34, Section 3 of the Laws for Subordinate Lodges.)

Section 8. RESTORATION.

a. **Within One Year.** If within one year from the date his name was dropped from the roll, the brother shall pay the amount he then owed plus the current year's dues, or if the lodge shall by a two-thirds vote remit the same, such payment or remission shall automatically restore him to the roll of members as of the date of payment or remission, which fact shall be entered of record.

b. **After One Year.** If such payment or remission is not made within one year from the date his name was dropped from the roll, the brother must petition for restoration. The petition must take the course of that of a profane for the degrees as to recommenders, time, and reference to a committee. A favorable secret ballot of two-thirds of the members present and voting shall be necessary to restore. No petition may be entertained except upon payment of the amount due when his name was dropped from the roll and his dues for the current year, unless the lodge shall, by a two-thirds vote, remit the same.

If such dues are paid with a view to restoration and restoration is refused by a vote of the lodge, the money so paid shall be refunded.

c. **Extinct Lodge.** Should the lodge of which the brother was a member become extinct, he may be restored as follows:

1. **Within the Year.** By paying to the Grand Secretary all his indebtedness to such lodge at the date of its demise.
2. **After One Year.** By following the provisions of Chapter 38, Section 3 of the Laws for Subordinate Lodges.

Section 9. MASTER'S DUTY.

It is hereby made the duty of the Master of each lodge to see that the law for the collection of dues is observed. For a failure to do so the Grand Master may arrest his jewel.

CHAPTER 42 GRAND LODGE DUES

Section 1. REQUIRED.

Each chartered lodge shall pay annually to the Grand Secretary, for use of the Grand Lodge, amounts as hereinafter specified:

a. Fifty dollars (\$50.00) for each brother who was a member thereof during any part of the preceding fiscal year. This amount is to be apportioned by the Grand Secretary as follows: forty-three dollars and ninety-five cents (\$43.95) to the General Fund, four dollars and twenty-five cents (\$4.25) to the Building Fund, one dollar (\$1.00) to the Trustees of the Herman L. Rowley Memorial Trust Fund, sixty-five cents (\$0.65) to the Iowa Masonic Health Facilities Fund, and fifteen cents (\$0.15) to the Field Financial Aid Fund. *(Amended 2006) (Amended 2010) (Amended 2015)*

b. In each of the fiscal years 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 an amount equal to five dollars (\$5.00) per dues paying member shall be transferred from the General Fund to the Building Fund. *(Amended 2015)*

c. Also, for each brother who has been restored to membership after being dropped from the roll for nonpayment of dues, an amount equal to the per capita Grand Lodge dues in force at the time he was dropped, provided that the dues for which he was dropped have not been legally remitted. The amount shall be apportioned by the Grand Secretary in the manner that was provided in the Code at the time he was dropped. *(Amended 2006)*

Section 2. EXCEPTIONS.

No per capita dues for a given year shall be charged against a lodge for members excused for reasons specified below; provided, the names of those excused are properly reported to the Grand Secretary on the Returns.

a. One who has furnished satisfactory evidence of having completed fifty (50) years of membership as provided in Chapter 40, Section 4d of the Laws for Subordinate Lodges.

b. One who has lawfully paid said dues for said year in another lodge.

c. One who has been excused on account of inability to pay said dues.

d. One who has been dropped from the roll for nonpayment of said dues.

e. One who has died during that year and whose dues at the time of his death were unpaid.

f. One whose request for a demit had been received by the Secretary after the regular communication of the lodge in December of the previous year, but before January 1, and who was granted a demit at the first regular communication thereafter. In cases where the application for a demit is forwarded through the Grand Secretary's office, receipt by that office shall be considered the same as if the application had been received by the subordinate lodge Secretary. In forwarding such an application, the Grand Secretary shall so advise the subordinate lodge Secretary.

Chapter 42, Section 1b amended 2002

Chapter 42 amended 2006, amended 2010

Chapter 42, Section 1a & 1b, amended 2015

Section 3. OTHER FUNDS.

Each lodge, chartered or under dispensation, shall also pay to the Grand Secretary, fifteen dollars (\$15.00) for each petitioner initiated, of which ten dollars (\$10.00) shall go to the Grand Lodge Building Fund and five dollars (\$5.00) to the George Washington Masonic National Memorial Maintenance Fund.

Section 4. GRAND SECRETARY'S DUTY.

Upon the completion of the inspection of and report on the final Returns of the lodges, the Grand Secretary shall prepare and forward to each lodge a certificate stating the amount due the Grand Lodge from such lodge.

Section 5. OFFICERS' DUTY.

Within ten days from receipt of such certificate, the Master and Secretary of the lodge shall issue an order on the Treasurer for the amount specified in said certificate and forward same to the Grand Secretary. The Treasurer shall make arrangements with some bank to have this order promptly honored on presentation.

Section 6. PENALTY.

A failure on the part of any one of said officers to do so shall be *prima facie* a neglect of duty and subject the offender to the same disqualifications and consequences provided in case of failure to properly forward Returns to the Grand Secretary.

CHAPTER 43 RELOCATION OF LODGES

Section 1. PROPOSAL.

A lodge within this Grand Jurisdiction may be relocated to any city or town within the jurisdiction as the lodge may determine in its bylaws, subject to review or change by the Grand Master or the Grand Lodge. A proposition to relocate a lodge from one city or town to another must be in writing and signed by a member or members of the lodge.

Section 2. ACTION DEFERRED.

Whenever such a proposition is made to a lodge, it shall be read by the Secretary at the first stated communication held thereafter and spread in detail upon the records, and action thereon deferred until the next stated communication.

Section 3. NOTICE TO MEMBERS.

Within ten days after the close of the communication at which such proposition shall have been presented, the Secretary shall, in writing and under seal of the lodge, notify each member of the proposition, and that action thereon will be taken at the next stated communication giving the date, hour, and place of meeting.

Section 4. SERVICE OF NOTICE.

Service of such notice shall be in the same manner as that provided for summoning the lodge for the trial of a brother on charges preferred, and the proof of service shall be as provided in Chapter 12 of Offenses and Trials.

Section 5. ACTION TAKEN.

At the next succeeding stated communication, such proposition must be again read and

action taken by ballot in answer to the question by the Master, “Shall the lodge be relocated to _____ (naming the city or town)?” Those in favor of relocation shall deposit a ballot with the word “Yes;” those opposed, a ballot with the word “No.” If the “Yes” vote is a majority, then the proposition shall be submitted to the Grand Master.

Section 6. NOTICE TO LODGES AFFECTED.

Upon being informed of the action of the lodge, the Grand Master shall, in writing, give notice to lodges affected by the proposed relocation, requiring them within forty days from date of such notice to present to him their reasons, if any, in favor of or in opposition to such relocation. Members of the lodge which voted to relocate shall also be allowed the same time within which to present their reasons for or against relocation. If the Grand Master gives written approval, the relocation shall take place; otherwise not.

CHAPTER 44 CONSOLIDATION OF LODGES

Section 1. PROCEDURE.

When two or more lodges desire to consolidate, they shall proceed as follows:

a. When Presented. The question of such consolidation and the location of the consolidated lodge shall be presented in each lodge at a stated communication thereof.

b. Master’s Declaration. The Master shall then announce that the question will be for action by the lodge at the next stated communication.

c. Secretary’s Duty. The Secretary shall then notify each member of the lodge of the question and the time when action will be taken.

d. Service of Notice. Service of such notice shall be in the same manner as that provided for summoning the lodge for the trial of a brother on charges preferred, and the proof of service shall be as provided in Chapter 12 of Offenses and Trials.

Section 2. PUTTING THE QUESTION.

At the stated communication at which the members are notified to appear, the Master shall submit this question: “Shall this lodge consolidate with _____ Lodge No. _____ (giving the name and number), and shall the consolidated lodge be located at _____ (giving location agreed upon)?”

Section 3. QUORUM.

a. Present. If there be present at least seven members of the particular lodge who are entitled to vote therein, including the Master or a Warden, then a written ballot shall be taken. If at least a majority of the members present and entitled to vote shall vote “yes,” the lodge shall be recorded as in favor of such consolidation.

b. No Quorum. If, after due notice as provided by Section 1 of this Chapter and at a meeting held in pursuance thereof, there fail to be present at least seven members of the lodge, including the Master or a Warden, then at the direction of the Grand Master the matter of consolidation shall come up at a time fixed for a stated communication. The Grand Secretary shall give due notice of such stated communication to all members of the lodge notifying them of the proposition to be then presented and requiring their presence. The Grand Master, or an officer of the Grand Lodge named by him, shall, with the member or members of the lodge then in attendance, hold a meeting, and a vote of the members of the lodge who are present and entitled to vote shall be taken on the question of the consoli-

dition. Such question shall be decided by a majority vote of such members of the lodge even though they may be less than seven.

Section 4. LODGE PROPERTY.

If each lodge is in favor of such consolidation, then the lodges are consolidated and shall constitute but one lodge. The property and effects of the several lodges shall become the property of the consolidated lodge.

Section 5. NAME AND NUMBER.

The name and number of the consolidated lodge shall be those of the lodge first chartered. However, by a majority vote of the members present at the time consolidation is voted upon, the name or combination of names and one of the numbers of any of the consolidating lodges may be adopted and/or the location of the lodge may include the combined name of the communities in which the lodges consolidating were located. The majority above referred to shall be of the combined membership present in all the lodges participating.

Section 6. OFFICERS.

The officers of the senior lodge, considering the date of Charter, shall act as officers of the consolidated lodge until their successors shall be elected and installed.

Section 7. COMMUNICATIONS.

The stated communications of the consolidated lodge, until regularly changed, shall be at the time fixed for the stated communications of the senior lodge.

Section 8. ELECTION AND INSTALLATION.

In case of the consolidation of lodges, there shall be an election of officers at the first stated communication, and the officers shall be installed at once, or not later than the next stated communication. The term of such officers shall be until the next annual election as provided by law.

Section 9. REPORT TO GRAND SECRETARY.

When such consolidation has been effected and the officers of the consolidated lodge have been duly elected and installed, it shall be the duty of the Secretary of such consolidated lodge to report at once to the Grand Secretary the action that has been taken. The report shall also include a list of the officers of the consolidated lodge.

CHAPTER 45 ARREST AND REVOCATION OF CHARTER

Section 1. DEFINITIONS.

a. Arrest. The arrest of a Charter is a temporary suspension of the functions of the lodge, and such arrest shall be in force until final action of the Grand Lodge unless the Charter is sooner restored by the Grand Master.

b. Revocation. The revocation of a Charter is the declaration by the Grand Lodge on final hearing that the Charter is forfeited. Upon such action, the lodge becomes extinct.

Section 2. ARREST.

a. By Grand Master. The Grand Master, during a recess of the Grand Lodge, may

arrest the Charter of a subordinate lodge. In such case he must report his action to the Grand Lodge at its next regular communication with his reasons therefor. At such time the lodge may be heard in its own behalf.

Where immediate action is not demanded, it is recommended that the lodge be notified of the contemplated action and given an opportunity to show cause against the arrest.

b. Property. When a Charter is arrested, the Grand Master shall assume charge of the records and property of the lodge until final action on the matter. If the Charter is restored, said property shall be returned to the lodge, less Grand Lodge dues and expense incurred by Grand Lodge. However, if the arrest shall be adjudged by the Grand Lodge to be wrongful, the restoration shall be made without expense to the subordinate lodge. If the Charter is revoked, the property shall be subject to the provisions of Chapter 47, Sections 4 and 5 of the Laws for Subordinate Lodges.

c. Grand Lodge Action. The Grand Lodge upon final hearing may approve or disapprove the action of the Grand Master, and although it may approve such action, it may restore the Charter without revocation, if satisfied that the discipline is already sufficient and that the good of the Craft will be thereby subserved.

Section 3. REVOCATION.

The Grand Lodge may revoke the Charter of a subordinate lodge for disobedience of Grand Lodge orders, rules, or laws; for insubordination; or whenever in its judgment the condition of the lodge is such that its longer existence is deleterious to the good of Masonry.

Section 4. MEMBERS AT FAULT.

If there shall be filed with the Grand Secretary a charge that the revocation of the Charter was brought about by the misconduct of any member or members, the certificate of good standing provided for in Chapter 47, Section 2 of the Laws for Subordinate Lodges shall not be issued to such member or members until the Grand Lodge directs the Grand Secretary to issue the same. In case such charge is filed, the action of the Grand Lodge may be invoked by the petition of the member or members seeking certificates. Upon the filing with the Grand Secretary of such petition, the Grand Lodge shall have jurisdiction and investigate the matter in a summary way and enter such order as it may deem just, having in view the rights of all concerned.

CHAPTER 46 SURRENDER OF CHARTER

The voluntary surrender of a Charter is effected in the following manner:

Section 1. PROPOSITION SUBMITTED.

The proposition therefor shall be submitted at a stated communication. If the lodge fails to hold a stated communication, then the proposition may be presented to the Master or Secretary.

Section 2. ACTION.

If presented at a stated communication, action thereon shall be taken at the next stated communication. If the proposition is presented to the Master or Secretary, then action shall not be taken thereon until the time for the second stated communication after it is so

presented. No such action shall be taken unless there are present seven members of the lodge who are entitled to vote therein including the Master or a Warden.

Section 3. NOTICE REQUIRED.

Each member of the lodge and the Grand Master shall be notified in writing of such contemplated action by notice addressed to him at his last known place of residence and mailed at least twenty (20) days prior to the date of the contemplated action.

Section 4. PROOF OF SERVICE.

The proof of the service shall be as provided in Chapter 12, Section 4d of Offenses and Trials which shall show a twenty (20) days service, and when so made shall be conclusive of such fact.

Section 5. GRAND MASTER'S SUPERVISION.

Upon receiving notice, the Grand Master or his duly appointed representative shall supervise the action of the lodge on the proposition.

Section 6. ACTION BY THE LODGE.

At the time specified, when proof of service is filed and made of record in the presence of the Grand Master or his duly appointed representative, the lodge may act on the proposition. The Master shall submit the question: "Shall the Charter be surrendered?" The vote shall be by ballot, with the word "yes" or "no" as each may vote. If there is a majority of affirmative ballots and less than fifteen (15) negative ballots, the Charter shall be surrendered; otherwise, not. If the vote is in favor of surrender, the Grand Master may at his discretion, upon application of seven members of the lodge, order another ballot. In such case, the Grand Master must fix the time for taking the ballot and the notice to be given thereof.

Section 7. SURRENDER TAKE EFFECT.

The Grand Master shall determine the regularity of the proceedings, supervise the orderly termination of the business of the lodge, make such orders as are necessary to accomplish the same, and issue a proclamation of surrender.

CHAPTER 47 EXTINCT LODGES

Section 1. STANDING OF MEMBERS.

Whenever the Charter of a lodge shall be surrendered or revoked, the standing of each member thereof at the date of the surrender or revocation shall be that of a non-affiliate Master Mason in good standing with a regular demit. This does not apply to dual or plural memberships.

Section 2. CERTIFICATE.

Upon the return of the books and records of the lodge to the Grand Secretary, he shall issue to each member of the lodge, as shown by such books and records, a certificate of good standing under the seal of the Grand Lodge. Such certificate shall have the force and effect of a demit; provided, that no brother shall receive such certificate until he shall pay to the Grand Secretary all his indebtedness to such lodge at the date of its demise. An

Entered Apprentice or Fellow Craft reported as in good standing when the lodge ceased to exist shall be entitled to a Grand Lodge certificate to that effect upon application to the Grand Secretary.

Section 3. UNAFFILIATE.

Should a brother seeking such Certificate of Good Standing have been dropped from the roll, suspended, or expelled prior to the loss of the Charter of his lodge, he must pay to the Grand Secretary all his indebtedness to the lodge at the date of his loss of membership. He must then be reinstated in the manner provided by law before a certificate can be issued to him.

Section 4. PROPERTY.

Whenever any lodge shall voluntarily surrender its Charter or such Charter shall be revoked, it shall be the duty of the Master, Secretary, and Treasurer of the lodge, and each of them, at once or within such time as the Grand Lodge or the Grand Master may order, to forward to the Grand Secretary at his office all the books, papers, and jewels, and also funds of the lodge sufficient to pay all amounts due or to become due during the year to the Grand Lodge.

Section 5. OTHER PROPERTY.

No property owned by a lodge, except that described in Section 4 of this Chapter, shall, upon the surrender or revocation of the Charter of such lodge, become the property of the Grand Lodge. However, the assets available for the payment of its obligations shall be used for that purpose under the direction of the Grand Master or a brother deputized by him. For that purpose the assets may, if necessary, be converted into money, or otherwise applied, at his discretion.

Section 6. NEW LODGE.

Nothing in this Code shall be construed to prohibit the members of an extinct lodge who are in good standing, or any of them, by themselves or with other demitted Masons, from organizing a new lodge.

CHAPTER 48 RESTORATION OF CHARTER

Section 1. CONDITIONS.

If a Charter has been surrendered or revoked, it may be restored by the Grand Lodge; provided, that application therefor is made at the next regular communication of the Grand Lodge. In such case the restoration must be made to the identical lodge in name and number with the right to membership therein of every member thereof at the date of surrender or revocation who has not affiliated with another lodge and who continues in good standing.

Section 2. APPLICATION.

Such application may be made by any fifteen (15) brothers who were members of the lodge at the date of surrender or revocation, who have not affiliated with another lodge, and who are in good standing. Such application shall be accompanied by the Grand Lodge certificates of the applicants.

Section 3. EFFECT ON MEMBERSHIP.

The restoration of a Charter to a lodge restores to membership therein all who were members thereof at the date of surrender or revocation and who continue in good standing, providing they file their Grand Lodge certificates with the Grand Secretary prior to restoration or with the Secretary of the lodge within one year from the date of restoration of the Charter.

Section 4. PROPERTY RETURNED.

Whenever a Charter shall be restored, all property and effects received by the Grand Lodge and not expended for or on behalf of the subordinate lodge shall be returned with the Charter, less expenses incurred by the Grand Lodge.