

BYLAWS

OF

WINDSOR LODGE #215

Windsor, California

REVISED: May 21st, 2015

GENERAL PROVISIONS

The Independent Order of Odd Fellows, WINDSOR Lodge #215, located at 337 Windsor River Road, Windsor, California is a non-profit fraternal organization.

The mailing address will be PO Box 144, Windsor, CA 95492

ARTICLE I

Meetings

Section 1. The regular meetings of this Lodge shall be held on the second (2nd) and fourth (4th) Tuesdays of each month. At least one (1) monthly meeting shall be a business meeting where as the second meeting may be a social meeting if designated by the Noble Grand. The Recording Secretary shall notify the members of any meeting changes.

Section 2. The hour of Regular meetings shall be 7:00 O'clock p.m. The meetings will session at 337 Windsor River Road, Windsor, California

Section 3. The Lodge shall be opened at the time appointed for the meetings and in the absence of the Noble Grand and Vice Grand, a Past Grand shall take the chair.

Section 4. Special meetings may be called by the Noble Grand at his discretion, or shall be at the written request of five (5) third degree members in good standing, or by a vote of the Lodge. In either case, the Recording Secretary shall notify all members of the time and place. No business shall be transacted at special meetings except for the special purpose that the meeting was called for.

Section 5. At all meetings, five (5) members, in good standing, including one qualified to preside, shall be necessary to constitute a quorum for the transaction of business.

Section 6. If a quorum is not present within 30 minutes after the time set for opening a meeting, the members present shall select a chairperson for the purpose of adjournment. The secretary, or when not present, a pro term Secretary appointed by the Chairperson, shall make a memorandum of the facts and list the names of the members present, and cause such memorandum to be read and recorded in the minutes of the next regular meeting of the Lodge.

ARTICLE II

Membership

Section 1. Application for membership must be made at a regular meeting, accompanied by the amount of the fee required there for, in accordance with Article III of the Bylaws. No application shall be voted upon unless such fees are paid. All applicants must be sponsored by a member in good standing of this Lodge.

Section 2. No person shall be initiated on the evening of his election except by a vote of two-thirds (2/3) of the members present.

Section 3. If a candidate has been rejected, it shall be the duty of the Recording Secretary to inform him or her of such rejection and to return the fees, which accompanied their application, without disclosing any portions of the proceedings of the Lodge.

Section 4. Every person, upon being admitted a member of this Lodge, shall sign the membership register.

Section 5. All candidates shall be made aware of the benefits of membership and the Bylaws of this Lodge.

Section 6. This Lodge may admit candidates to Associate Membership pursuant to the provisions of the Constitution and the Code of California Odd Fellow’s laws.

Section 7. It shall be the duty of every member, upon changing his or her residence, telephone number, or email address to immediately notify the Financial Secretary.

Section 8. Each member admitted by Initiation shall, before having a higher degree conferred upon them, possess a working knowledge of the unwritten work of the proceeding degree.

ARTICLE III

Fees, Dues, and Assessments

Section 1. Fees for membership in this Lodge shall be as follows:

Initiation	\$20.00
Each Degree	\$10.00

The full initiation and three (3) degree fees for a total amount of \$50.00 must accompany the application. If a degree is discharged by another Lodge, the fees may be given to that Lodge commensurable to the degree given.

For admission by withdrawal card	\$10.00
For admission with expired withdrawal or resignation card	\$20.00

Section 2. Each member shall pay as dues per year:

Regular members -The yearly dues shall be equal to the Grand Lodge per capita tax for each member.

Associate members -The yearly dues shall be \$15.00 for each member. **Section 3.** All dues shall be paid in advance through the end the year (*January 1 through December 31*).

Section 4. A member suspended for non-payment of dues may be reinstated thereafter by paying the amount of one year's dues, plus one year's dues in advance.

Section 5. Any member who is in arrears for dues or other charges exceeding thirteen (13) months may be suspended for nonpayment.

ARTICLE IV

Benefits

Death Benefits:

Section 1. Every Regular Third Degree Member in good standing, who is not disqualified by these Bylaws, shall be entitled to and receive from the funds of the Lodge, benefits upon death. These benefits shall be dispersed provided such death has not been occasioned by the member's own immoral conduct.

Section 2. Such benefits shall commence two (2) years from the date of admission as a regular member in this Lodge. No regular Member shall be entitled to benefits who is over thirteen (13) months in arrears for dues.

Section 3. On the death of a regular member in good standing, the sum of up to One Thousand Dollars (\$1000.00) shall be paid to the surviving spouse or children as a Funeral Benefit.

Section 4. Upon the death of the spouse of a regular WINDSOR Lodge member, in good standing, the sum of Five Hundred Dollars (\$500.00) shall be paid to the member as a Funeral Benefit.

Other Benefits:

Section 1. Any regular member in good standing may apply to the Lodge for financial relief of up to \$500.00. If a regular member in good standing is in immediate need of financial relief, the Noble Grand, Secretary, Financial Secretary, or Treasurer may issue a check, not to exceed Two hundred and fifty dollars (\$250.00) without previous consent of the Lodge. Financial relief benefits are limit to \$1,000.00 per lifetime.

Section 2. To remain in good standing there are “minimum participation requirements.”

Lodge members must attend a minimum of any combination of four (4) Lodge meetings or Lodge events (including attendance of at least two (2) meetings) in any given calendar year. Members who fail to meet these minimum participation standards without good cause may be subject to a loss or reduction in Lodge privileges (including expulsion from the Lodge).

The Recording Secretary, or his/her designee, shall take attendance at Lodge meetings and record this information in the minutes. The Recording Secretary, or his/her designee, shall also track attendance of members at Lodge events.

The Recording Secretary, or his/her designee, shall report results of attendance to meetings and Lodge events to the Noble Grand for each calendar year (the report shall be made no later than February 15 of the following calendar year). Members may take a leave of absence.

Section 3. Any regular member in good standing may apply for Academic Scholarship through the then current processes recommended by Committee and approved by the Lodge

ARTICLE V

Lodge Funds

Section 1. The funds of this Lodge shall consist of a General Fund.

Section 2. The General Fund shall consist of all monies received for dues, fees, donations, fines, assessments and other sources.

Section 3. The Treasurer shall be in charge of the General Fund. A Financial Report shall be made to the Lodge quarterly.

Section 4. Funds of the Lodge, in excess of those retained in the General Fund checking account for Lodge operations, may be invested. The Trustees shall manage all such investments. The Lodge may transfer money between its Investment Accounts and the General Fund checking account in accordance with section 5.

Section 5. Current expenses of the Lodge may be paid at any regular meeting by a vote of the Lodge. The stocks, investments, properties, securities and funds shall not be otherwise disposed of or transferred, in whole or part, unless by resolution to that effect offered at a regular or special meeting.

Section 6. Special dedicated funds of the Lodge may, as approved by resolution to that effect offered at a regular or special meeting, be set aside in a special account for the sole purpose of providing necessary funds for operational, maintenance, or capital improvement projects timely cash flow.

Section 7. The funds of this Lodge shall not be loaned to its members.

Section 8. Any funds on hand over Ten Thousand Dollars (\$10,000.00) shall be placed in an interest bearing account approved by the Trustees, in a bank stated in the Code of California, Chapter :XXII, Sec.2-C(2).

ARTICLE VI

Officers

Section 1. The elective officers of this Lodge shall be as per Constitution: A Noble Grand and Vice Grand, Recording Secretary, Financial Secretary, Treasurer and three (3) Trustees.

Section 2. The Noble Grand, Vice Grand, Recording Secretary, Financial Secretary, Treasurer, five (5) and Hall Board Directors are to be elected at the first (1st) meeting in November.

Section 3. All three (3) Trustees shall serve a term of three (3) years. The terms are to be arranged so that one Trustee be elected at the first (1st) meeting in November each year.

Section 4. All elections conducted by this Lodge shall be conducted in open meeting forum.

ARTICLE VII

Representatives to the Grand Lodge

Section 1. Qualified Representatives to the Grand Lodge sessions shall be elected by the Lodge in accordance with the Code of California Odd Fellows Laws, Chapter 1, Article IV.

Section 2. Each elected member will be reimbursed for their expenses while fulfilling their duties as a representative of this Lodge. Each elected representative shall submit receipts or valid copies of receipts to receive reimbursement.

Section 3. The Lodge may advance expense money to elected representatives before they depart for the Grand Lodge sessions. The Lodge shall set such advancement amounts. Receipts or valid copies of receipts shall justify all money advanced. If the valid expenses exceed the advancement, each representative may submit request for payment to the Lodge for approval. All monies that were advanced to the Representative that have not been justified by receipts or valid copies shall be returned to the Lodge.

Section 4. Any member, who wishes to be a visitor of the Grand Lodge sessions, as defined by the Code of California Odd Fellows Laws, shall not be reimbursed for their attendance at the sessions.

ARTICLE VIII

Committees and Their Duties

Section 1. The Noble Grand, as chairman, shall appoint members to all committees. Committees shall be a total of three members unless otherwise specified the Noble Grand or by these Bylaws.

Section 2. Visiting committee -The visiting committee shall include the Noble Grand and Vice Grand, who shall visit all Brothers and Sisters reported sick or injured. After receiving information of the same, by himself or other authorized officer, render them, during their sickness or injury, such assistant as the Bylaws provide. They must report the results thereof in open Lodge at the next meeting. The Noble Grand may also appoint one or more members of the Lodge when in his or her judgment the regular visiting committee is inadequate to a properly fulfill a specific visit. In no case shall the appointed committee be required to look after any sick member other than those specifically assigned to it. They shall report the condition of the sick or injured member during the next open Lodge.

Section 3. Finance Committee - The Finance Committee duties shall be to examine and report all bills presented, and will inspect and audit annually, the accounts of the Financial Secretary, Treasurer, Trustees and all Officers and Committees charged with the receipts or expenditures of the funds of the Lodge. They are authorized to examine the books and accounts of any officer or committee whenever they think proper, and to report speedily on all matters they have at hand.

Section 4. Room Committee -The room committee shall include the Warden and Outside Guardian, whose duties shall be to see that the Lodge room and its ante chambers are kept in proper order, that nothing is wanting to insure the comfort of the members and visiting brothers and sisters, and to perform such other duties as may be required.

Section 5. Investigating Committee- When a candidate for membership in this Lodge has been proposed, and the committee of investigation thereon appointed, such committee will carefully examine and ascertain the age,

occupation, the residence of the candidate and to make a rigid and thorough investigation as to his health and general character, in such a manner as is by them deemed most effectual, and make a verbal report to the Lodge before the ballot is taken.

Section 6. No report on a candidate for membership shall be acted upon at the first regular meeting after appointment of the committee of investigation unless signed by the full committee, provided that upon two-thirds (2/3) vote of members present at such meeting, a majority report may be balloted upon.

Section 7. A Bylaws Committee, consisting of three (3) members in good standing, shall be appointed by the Noble Grand at the first regular meeting after installation. It shall be the duty of the Bylaws Committee to review the proceedings of the Grand Lodge of California, and the Sovereign Grand Lodge, and to propose any resolutions that might be required in order to keep these Bylaws current

ARTICLE IX

Funerals

Section 1. When notified of the death of a member or the spouse of a member, the Noble Grand or other authorized Officer shall immediately call upon the spouse, offering the condolences and assistance of the Lodge. The Noble Grand or the Appointed Officer shall ascertain if there is a desire for the Lodge to conduct the Funeral Service or to provide Bearers or Escorts and shall summon the members to attend the funeral.

Section 2. All members shall be notified of the death of a member or the spouse of a member.

ARTICLE X

Fines and Penalties

Section 1. A member, not in good standing, shall not be privileged to vote on any question before the Lodge.

Section 2. Any member guilty of habitual drunkenness, drug abuse, or any infamous offense against the law of the land, or feigning sickness with a view to abuse the benevolent intentions of The Order, shall be expelled after due trial and conviction.

Section 3. If a member makes public the transactions of the Lodge, or exposes the name of a member who may vote or speak against a candidate for membership, shall be fined not less than ten (\$10.00) dollars, suspended or expelled as the Lodge may determine after due trial and conviction.

ARTICLE XI

Bonding

Section 1. The Officers of this Lodge shall be bonded through the arrangement with the Grand Lodge, which shall be paid for by this Lodge.

ARTICLE XII

Salaries

Section 1. The Recording Secretary, Financial Secretary, and Treasurer shall receive as compensation for their services the following sums per quarter year:

- Recording Secretary – One Hundred Dollars (\$100.00)
- Financial Secretary – One Hundred Dollars (\$100.00)
- Treasurer – One Hundred Dollars (\$100.00)

Section 2. All above-mentioned compensations shall be paid at the last meeting of each quarter. Unfinished terms shall be pro-rated accordingly.

ARTICLE XIII

Alcoholic Beverages

Section 1. Alcoholic Beverages may be served before or after a meeting, or at social functions. But at no time shall these beverages be served unless food is also served at the same time. At no time shall alcoholic beverages be served or consumed in the Lodge meeting room while business is being conducted.

ARTICLE XIV

Charitable Events

Section 1. An event may be organized for the purpose of charitable fund raising or for the purpose of community outreach in support and/or promotion of this Lodge's charitable functions.

Section 2. The event must be clearly assigned to a specific purpose of charitable need and agreed upon by vote of the Lodge.

Section 3. The Noble Grand must designate a special committee who shall organize and manage each event.

ARTICLE XV

Miscellaneous

Section 1. No part of these Bylaws shall be amended unless a proposition, in writing shall have been submitted at least two regular meetings prior to the time of its being acted upon. If two-thirds (2/3) of the members present and in good standing, shall vote in favor of such proposition, it shall be adopted and submitted to the Grand Lodge for approval.

Section 2. These Bylaws shall be in full force and effect from the time that notice of their approval by the committees on Laws and Sub-ordinance shall have received by this Lodge, at which time all former Bylaws and resolutions shall be null and void.

Section 3. Insurance. Liability protections and Fire protection with the Grand Lodge of California named as an additionally insured on all policies the entity as stated in the Robert's Code of California Odd Fellows, Chapter IV-B Section 1 (5) Insurance.

Note: All members shall be notified by written notice stating the nature of the resolution and the date of the proposed vote. Such notice shall be sent after the first reading.

RESOLUTION

WHEREAS, the present Bylaws of Windsor Odd Fellows Lodge No. 215 have not been kept up to date and contain many sections which are in conflict with the Code of California Odd Fellow Laws, and,

WHEREAS, the present Bylaws do not express the true sentiment of the members, and,

WHEREAS, a Bylaws Committee has been appointed to completely revise and up-date the Bylaws and has prepared the foregoing be Bylaws for submission to and approval of the Lodge.

BE IT THEREFORE RESOLVED, that the foregoing Bylaws be adopted in full as the Bylaws of Windsor Odd Fellows Lodge No. 215 and all previously adopted Bylaws are made null and void by this action.

The foregoing Bylaws and Resolutions were read at the regular meeting of Windsor Odd Fellows Lodge No. 215 on _____ and again at the regular meeting on _____.

The Bylaws were voted on at the regular meeting on _____ _ after which the above Resolution voted by the unanimous or majority vote of the members present.

The Bylaws Committee

Bill Fallis

Denny Pedersen

Denise Pedersen

Attested: _____
Secretary

Seal

Total Members Present to Vote	_____
Total Members actually Voted	_____
Total Members Voting "FOR"	_____
Total Members Voting "AGAINST"	_____