Official Form No. 14

BY-LAW REVISION GUIDE

When a Lodge wishes to revise its Bylaws the following steps should be taken:

BY-LAW REVISIONS COMMITTEE:

A Committee should be formed to study the current Bylaws and to determine which Articles and Sections should be revised.

At a regular Stated Communication, the Committee should present its recommendations by first reading the existing language in each article and section that is to be revised, followed by the new language, which should be adopted. The committee should be prepared to explain the reasons why the lodge should make the recommended revisions. The proposal to revise the Bylaws should then be laid over until the next month's Stated Communication for action. Once the committee has completed its work, members of the Lodge must be notified that recommendations for revisions to the Bylaws are to be brought forward at the next Stated Communication to be acted on.

ADOPTION OF THE REVISIONS:

At the next Stated Communication, the Committee should once again present its recommendations to the members present. The current language of each Section that is to be revised should be read, followed by the proposed language that is being recommended. Discussion of the proposed revisions should take place and each revision should be decided individually. Once all proposed revisions have been agreed upon individually, the lodge must vote to adopt the entire set of revisions to its Bylaws.

GRAND LODGE FORM:

The Secretary of the Lodge shall prepare a report of the revisions, as adopted by the lodge, for submission to the Grand Master. Bylaw Revisions do not take effect until the Grand Master has approved them and his signature has been affixed thereto. The Bylaw Revision Form must be completed and submitted in QUADRUPLICATE to the Grand Secretary. It must contain the following:

- The date of the first Stated Communication at which the proposed revisions were first presented to the members of the lodge.
- The date of the second Stated Communication at which the revisions were adopted by vote of the lodge.
- 1-A The language contained in the current Bylaws for each section that is proposed to be changed.
- 2-B The revised language that has been adopted by vote of the lodge (section by section).
- The Bylaw Revisions Form shall contain the name and address of the Secretary and the Seal of the Lodge shall be affixed thereto.

The Grand Lodge Committee on Bylaws will review the Bylaw Revision Form for compliance with the Constitution. The committee will make its recommendations to the Grand Master. Once the Grand Master has approved the amended Bylaws, he will sign and date the Bylaw Revision Form and the revisions will become effective on that date.

One copy of the Bylaw Revisions Form, approved by the Grand Master, will be returned to the lodge. Two copies of the form will be retained by Grand Lodge. [One copy will be placed in the Grand Lodge Vault and one copy will be placed in the Josiah Hayden Drummond Memorial Library at Grand Lodge.] The final copy will be retained by the Grand Master.

Whenever a complete revision of the Bylaws has been completed, the Lodge should consider having them printed in book form. If the lodge does have them printed in book form, two copies of the Bylaw Book should also be provided to Grand Lodge.

RECOMMENDATIONS:

It is recommended that lodges that are considering revisions to their Bylaws should determine the amount of dues that will be necessary to sustain the lodge and recommend that the dues be set at that amount. Additional language should be added to include the amount of the Per Capita Tax, as set by Grand Lodge, in the total payment required. The following language is suggested for consideration:

> "The Annual Dues shall be Twenty five Dollars per year together with the total amount of the current Per Capita Tax and any Assessments set by Grand Lodge, rounded up to the nearest dollar, and shall be due and payable on or before the first day of January of the year for which they apply."

Caution should be taken to ensure that the Fees for degrees do not contain a provision to charge a fee for an applicant for affiliation. [That is prohibited by our Constitution]

The Bylaw Revision Committee should always refer to the Book of Constitutions, Standing Regulations and Digest of Decisions of the Grand Lodge of Maine when drafting their recommendations for amendments to the Bylaws of the Lodge.



Frank Theriault Jr.

Grand Secretary

Official Form No. 14 Date_____

BYLAW REVISION FORM

To the Most Worshipful Grand Lodge of Maine, A.F. & A.M.,

At a STATED COMMUNICATION of_____Lodge, No. _____

held on_____, 20_____, it was proposed to amend the Bylaws of this Lodge.

At a subsequent STATED COMMUNICATION, held on_____, 20 _____ the following changes, as previously proposed were adopted by vote of this Lodge, and are herewith submitted in QUADRUPLICATE to this Grand Lodge for approval.

1-A (List the present Bylaws to be changed) (If a complete revision is made, or a substantial amount revised, and one copy of the present Bylaws is sent, note in this section the Articles and Sections to be amended on all of the copies of this form. If there is not room in this space, these can be listed on separate sheets and attached to this form).

1-B (List Bylaws as amended) (If there is not room in this space, the new Bylaws can be listed on separate sheets and attached to this form).

Respectfully submitted,

APPROVED: Date_____ *Secretary*

Grand Master Mailing address

SUBMIT THE ORIGINAL AND THREE COPIES TO THE OFFICE OF THE GRAND SECRETARY