

Cedar Rapids Valley

Ancient and Accepted Scottish Rite for the Southern Jurisdiction

BY-LAWS

Passed this 19th Day of October, 2011

Preamble

The Cedar Rapids Valley, Orient of Iowa, Ancient and Accepted Scottish Rite for the Southern Jurisdiction, establishes these by-laws for its governance. The by-laws, with the operating policies and procedures of the valley, are framed to promote congenial fraternal relationships among members of the valley and between them and other Freemasons, to encourage regular formal and informal social interaction among members, to provide for extended Masonic enlightenment, to promulgate a positive public image of the Scottish Rite, and to ensure regularity and continuity in the valley's fiscal and fraternal affairs.

Article I.

Purpose

These by-laws delineate valley governance, and guide its officers in meeting their several responsibilities. They regulate actions of the Personal Representative; Advisory Committee; Coordinate Council; and all other valley bodies, officers, committees, organizations, and members. They provide leadership goals, define operational boundaries, support Scottish Rite initiatives, and establish management principles for valley resources.

Article II.

Effect, Fiscal Year, Fraternal Year, and Supreme Council Statutes

- Section 1. **EFFECT.** These by-laws supersede, replace, and nullify all previous by-laws.
- Section 2. **FISCAL YEAR.** The Cedar Rapids Valley's fiscal year ends December 31 of every year.
- Section 3. **FRATERNAL YEAR.** For planning convenience, the Cedar Rapids Valley's fraternal year ends August 31 of every year.
- Section 4. **PREDOMINANCE OF SUPREME COUNCIL STATUTES.** These by-laws cannot interfere with the statutes of the Supreme Council of the Ancient and Accepted Scottish Rite for the Southern Jurisdiction. Should there be a conflict between these by-laws and Supreme Council statutes, Supreme Council statutes prevail in every instance and in all particulars.

Article III.

Members and Membership Requirements

Membership in the Valley of Cedar Rapids is comprised of men who have petitioned for and received the degrees of the Ancient and Accepted Scottish Rite for the Southern Jurisdiction, or have affiliated with the valley from another Jurisdiction by petition in accordance with Supreme Council statutes. A member must be a Freemason in a Symbolic Lodge, and be current in his Scottish Rite dues. Members who have maintained their Scottish Rite membership for 50 years consecutively are exempt from paying annual dues.

Article IV.

Constituent Bodies of the Cedar Rapids Valley

- Section 1. The Cedar Rapids Valley is comprised of four bodies: the Lodge of Perfection which confers the fourth through fourteenth Scottish Rite degrees, the Chapter of Rose Croix which confers the fifteenth through eighteenth, the Council of Kadosh which confers the nineteenth through thirtieth, and the Consistory which confers the thirty-first and thirty-second.
- Section 2. Each body has its own charter and its own elective and appointive officers.
- Section 3. The elective officers of the bodies are as follow:
- A. **Lodge of Perfection.** The Venerable Master, Senior Warden, and Junior Warden;
 - B. **Chapter of Rose Croix.** The Wise Master, Senior Warden, and Junior Warden;
 - C. **Council of Kadosh.** The Commander, First Lieutenant Commander, and Second Lieutenant Commander;
 - D. **Consistory.** The Master of Kadosh, Prior, and Preceptor.
- Section 4. Elective officers of the bodies serve terms of two years. Officers of the Consistory and the Chapter of Rose Croix are elected in even-numbered years, and those of the Council of Kadosh and the Lodge of Perfection in odd-numbered years.
- Section 5. Election of officers of constituent bodies occurs at the December membership meeting, and the Personal Representative installs officers at the same meeting. All officers except any who have yet to be installed assume office on January 1 following their election.
- Section 6. Officers must be installed in person; *in absentia* installation is not allowed. Should any elected officer be unable to attend the December meeting, he is installed in person before he may take office, and his predecessor continues in office until the installation has occurred.
- Section 7. Elected officers of the four bodies serve on the Coordinate Council, and the Master of Kadosh chairs that council, as well as serving as the valley's chief elective officer.
- Section 8. There are four types of membership meetings: stated, called, Reunion, and special.
- Section 9. The four bodies hold joint stated meetings four times per year, on the evenings of the third Wednesdays of January, April, October, and December, following meetings of the Coordinate Council. These meetings are held at the Scottish Rite Temple in Cedar Rapids.
- Section 10. Called meetings of the bodies for fraternal, educational, and social purposes are encouraged, and may be scheduled on third Wednesdays other than those of stated meetings. The Registrar, in consultation with the Personal Representative and the Master of Kadosh may call such meetings. Called meetings may be held at locations other than the Cedar Rapids Temple. All members receive due and timely notice of called meetings.
- Section 11. The bodies meet in Reunion, usually twice per year, for the conferral of the several degrees of the Scottish Rite.
- Section 12. Special meetings may be scheduled for festival or social purposes, and may be held at agreed-upon times and places. Special meetings may be scheduled by any group of at least ten members, with the approval of the Personal Representative and the Registrar. All members receive due and timely notice of special meetings.

Section 13. At meetings where meals are served, the valley reserves the right to charge for meals.

Article V

The Sovereign Grand Inspector General or the Deputy of the Supreme Council in Iowa

Section 1. The Sovereign Grand Inspector General for the Orient of Iowa is an active member of the Supreme Council of the Ancient and Accepted Scottish Rite for the Southern Jurisdiction, and is appointed according to their statutes. He is the chief executive officer for the Orient of Iowa.

Section 2. There are a maximum of 32 active Sovereign Grand Inspectors General in the Supreme Council at any given time. Therefore it may occur that a Deputy of the Supreme Council governs the Orient of Iowa. The Deputy has all the power within the Orient as does an active member of the Supreme Council.

Article VI.

Personal Representative of the Sovereign Grand Inspector General

The Sovereign Grand Inspector General for the Orient of Iowa appoints a member of the Cedar Rapids Valley to serve as his Personal Representative in governing the valley. The Personal Representative serves at the will and pleasure of the Sovereign Grand Inspector General, and receives no compensation for his duties. He reports valley business to the Sovereign Grand Inspector General, and assures that all provisions of these by-laws are followed. He assists in the preparation of valley budgets and oversees valley expenditures. He oversees the Advisory Committee; the Coordinate Council; the Registrar; and all other officers, committees, organizations, and staff members in the valley. He works cooperatively with all officers and members of the valley to promote the Scottish Rite of Freemasonry.

Article VII.

Secretary and Registrar

Section 1. The Sovereign Grand Inspector General, in consultation with his Personal Representative and the Advisory Committee, annually appoints a Registrar who serves as Secretary for the valley.

Section 2. The Registrar serves as an at-will valley officer, and is subject to replacement at any time by the Sovereign Grand Inspector General.

Section 3. The Registrar receives an annual stipend in the amount determined by the Advisory Committee on recommendation of the Personal Representative. The stipend helps to defray the Registrar's expenses in office.

Section 4. The Advisory Committee annually evaluates the Registrar's performance at its November meeting, following procedures outlined in the valley's policies and procedures. At that meeting the Personal Representative recommends a reimbursement level for the Registrar's stipend.

Section 5. The Registrar is the valley's chief on-site operational officer. As such, he:

- A. serves as primary contact between valley members and the Scottish Rite;
- B. serves as Advisory Committee and Coordinate Council secretary and assists the Personal Representative and Master of Kadosh in preparing agendas for their meetings;
- C. maintains a current printed copy of the valley by-laws and policy and procedures manual, and ensures that both are posted on the valley web site;

- D. ensures security of the Scottish Rite Temple, and monitors all building rentals with assistance of building staff;
- E. signs and dates legal documents regarding building rentals; he is hereby authorized to do so;
- F. ensures that all Temple equipment and accouterments are properly maintained and repaired;
- G. supervises all other valley employees;
- H. supervises all repair or building projects relating to the real property of the valley;
- I. reports to the Personal Representative in a timely fashion, but at least monthly, on his activities as Registrar and supervisor;
- J. monitors the development and maintenance of the valley web site;
- K. serves as the valley's official liaison with the Cedar Rapids DeMolay Chapter:
 - i. he supervises the DeMolay Room in the Temple; and
 - ii. he assists the Chapter in presenting and promoting DeMolay throughout the valley.
- L. encourages and supports the activities of valley Scottish Rite clubs;
- M. recommends staff to the Personal Representative for employment;
- N. assists the Financial Manager in monitoring all income and expense transactions;
- O. serves as the valley's public relations contact;
- P. maintains direct liaison with the Grand Lodge of Iowa's officers and staff;
- Q. responds as required to all expectations, directives, and edicts from the Sovereign Grand Inspector General and the Supreme Council;
- R. supervises maintenance and updating of valley membership records;
- S. supervises development of all valley publications and official membership contacts.

As the valley's most visible Scottish Rite officer, the Registrar comports himself as a Master Mason in all his transactions, professional and personal.

Article VIII.

Treasurer and Financial Manager

- Section 1. The Sovereign Grand Inspector General annually appoints a Treasurer who serves as Financial Manager for the valley. This officer supervises valley banking, monitors valley accounting practices, and approves all valley expenditures from any Scottish Rite fund.
- Section 2. The Financial Manager serves as an at-will valley officer, and is subject to replacement at any time by the Sovereign Grand Inspector General, with the advice of the Personal Representative and Advisory Committee.
- Section 3. The Financial Manager:
 - A. with assistance of the Personal Representative, prepares and presents for approval at the September Advisory Committee meeting a proposed budget for the following fiscal year;
 - B. arranges for development of financial reports each month, secures an annual audit of the valley's books, and monitors collection and disbursement of all dues and other valley funds;
 - C. determines co-signatories for all accounts to assure that no person can misuse valley funds;

- D. monitors all bill-paying procedures to assure that bills are paid in a timely manner;
 - E. makes recommendations to the Advisory Committee to establish and monitor all income-producing activities for the valley;
 - F. assigns all expenditures to a line item in the budget.
 - G. supervises development and timely filing of all tax documents, and files an annual report with the Sovereign Grand Inspector General.
 - H. monitors and maintains accurate reporting of each 501(c)(3) entity that qualifies for income tax deductions for contributions by members or others.
 - I. assures that the valley complies with all laws, rules and regulations established to manage a nonprofit organization, particularly those federal tax codes governing 501(c)(3) corporations.
- Section 4. The Financial Manager receives no compensation for performing his duties. He may request that the Advisory Committee engage and pay other persons to accomplish these tasks, and he may request reimbursement for expenses incurred in performing his duties.
- Section 5. All valley expenditures must be assigned to specific line items in the annual budget, and all individual expenditures occurring between Advisory Committee meetings are presented for approval at the next meeting following the expenditure.
- Section 6. No expenditure of valley funds is final until it has been approved the Financial Manager, the Personal Representative, and the Advisory Committee. The Advisory Committee must have complete knowledge of and justification for all expenditures.
- Section 7. Article VIII, Section 6 above notwithstanding, recurring and usual expenditures may be made, pending Advisory Committee approval, with approval of the Personal Representative and the Financial Manager.

Article IX.

The Director of the Work

- Section 1. The Personal Representative, in consultation with the Advisory Committee and the Coordinate Council, appoints a Director of the Work, whose appointment must be approved by the Sovereign Grand Inspector General.
- Section 2. The Director of the Work, in collaboration with the Coordinate Council, is responsible for:
- A. scheduling all degree work of the valley;
 - B. determining which Scottish Rite degrees are exemplified at a given time or Reunion and which communicated;
 - C. ensuring the competent and timely exemplification and communication of all degrees.

Article X.

Advisory Committee

- Section 1. The official governing body of the valley is the Advisory Committee.
- Section 2. The Sovereign Grand Inspector General appoints Advisory Committee members, who serve at the will and pleasure of the Sovereign Grand Inspector General.

- Section 3. The valley Secretary and Treasurer, both appointed by the Sovereign Grand Inspector General, are *ex officio* voting members of the Advisory Committee.
- Section 4. The number of Advisory Committee members may vary from time to time, as the Sovereign Grand Inspector General and the Personal Representative deem appropriate.
- Section 5. The Personal Representative serves as chair of the Advisory Committee.
- Section 6. A quorum of the Advisory Committee is half its total membership plus two.
- Section 7. The Registrar serves as Secretary of the Advisory Committee and keeps minutes of its meetings.
- Section 8. All Advisory Committee actions are subject to the Sovereign Grand Inspector General's approval.
- Section 9. The Advisory Committee's duties are:
- A. to provide direction for the valley in all of its undertakings;
 - B. to oversee management of facilities and real estate owned by the valley;
 - C. to oversee, supervise, and approve all valley budgets and expenditures; and
 - D. to hire all valley personnel whose employment is not otherwise defined by these by-laws or by Supreme Council statute, and to oversee their management.
- Section 10. The Advisory Committee meets monthly at an agreed-upon time and place.
- Section 11. The Personal Representative and the Registrar develop an agenda for each Advisory Committee meeting and provide it, with minutes of the previous meeting, to committee members prior to the meeting, in order that members may be prepared for the orderly and timely conduct of business.
- Section 12. The Advisory Committee may meet in executive session, without attendance of other members, when confidential items are discussed. Only the Sovereign Grand Inspector General or the Personal Representative may call for a meeting in executive session.
- Section 13. A majority vote of those in attendance at an Advisory Committee meeting passes any item coming before the committee.
- Section 14. Any member of the valley may attend Advisory Committee meetings except meetings in executive session, and may participate in its discussions without vote.
- Section 15. The Advisory Committee ordinarily meets at the Scottish Rite Temple in Cedar Rapids. However, special meetings, or meetings in the case of inclement weather, may be conducted by teleconferencing, video conferencing, or face-to-face in another location within the valley.
- Section 16. At no time does any Advisory Committee member speak for the whole committee. All committee actions are subject to review and approval by the Sovereign Grand inspector General. The Sovereign Grand Inspector General resolves any controversy that cannot be otherwise addressed.

Article XI.

Coordinate Council

- Section 1. Supervision of the valley's fraternal and social activities is vested in a Coordinate Council.
- Section 2. The Coordinate Council is comprised of the three elective officers of each of the four valley bodies. The Personal Representative, Advisory Committee members, the Director of the Work, and the Registrar serve as *ex officio* Coordinate Council members.

- Section 3. The Master of Kadosh chairs the Coordinate Council, and is the valley's chief elective officer.
- Section 4. The Registrar serves as Secretary of the Coordinate Council and keeps minutes of its meetings. Following each meeting of the Council, and in a timely fashion, he posts a summary of that meeting's proceedings on the valley's web site. Full minutes of the previous meeting are reviewed and approved at each meeting of the Coordinate Council.
- Section 5. The Coordinate Council meets at least four times per year, on the third Wednesdays of January, April, October, and December. These meetings are held at the Scottish Rite Temple in Cedar Rapids.
- Section 6. The Personal Representative or Master of Kadosh may schedule called meetings, and council members receive due and timely notice of such meetings.
- Section 7. Coordinate Council duties include the following. The council:
- A. supervises all degree work presented by the valley;
 - B. supervises ritual, fraternal, educational, and social activities to connect and promote each Scottish Rite Club within the valley;
 - C. conducts Ceremonies of Remembrance and Renewal each year at appropriate locations;
 - D. promotes activities that encourage extended Masonic enlightenment, and that connect the Scottish Rite with Symbolic Lodges within the valley's jurisdiction;
 - E. organizes and presides at four stated meetings of the bodies each year, in January, April, October, and December. These meetings occur on the third Wednesday night of the month at the Scottish Rite Temple in Cedar Rapids, and follow Coordinate Council meetings;
 - F. encourages and promotes called meetings of the bodies on the third Wednesdays of other months, including meetings at sites other than the Scottish Rite Temple;
 - G. encourages special membership meetings throughout the valley for fraternal, social, or educational purposes;
 - H. fills any vacancy in any office of the bodies by following the procedures outlined in the Supreme Council statutes;
 - I. monitors, reviews, and promotes the activities of the Cedar Rapids Chapter of DeMolay housed at the Temple;
 - J. supports all valley educational efforts in order to help each Scottish Rite member in becoming a Master Mason in fact as well as in name.
- Section 8. The Coordinate Council conducts its meetings in accordance with *Robert's Rules of Order*.
- Section 9. The Master of Kadosh and the Registrar develop an agenda for each Coordinate Council meeting. Council members receive the agenda and minutes of the preceding meeting prior to the meeting, in order that members may be prepared for the orderly and timely conduct of business.
- Section 10. A quorum for a Coordinate Council meeting is comprised of at least nine elective officers of the four constituent bodies of the valley.
- Section 11. As chair, the Master of Kadosh does not vote on any item before the council, except in the case of a tie vote. In such a case he casts the determining ballot.

- Section 12. In the absence of the Master of Kadosh at any meeting, the heads of the other bodies serve as Master of Kadosh *pro tempore*, in this order: Commander of the Council of Kadosh, Wise Master of the Chapter of Rose Croix, and Venerable Master of the Lodge of Perfection.
- Section 13. In all issues to come before the council for a vote, a majority of those present and voting constitutes approval of the issue.
- Section 14. In general, Coordinate Council meetings are held at the Scottish Rite Temple in Cedar Rapids. However, special meetings, or meetings during inclement weather, may be conducted by teleconferencing, video conferencing, or face-to-face in another location within the valley.
- Section 15. Any valley member may attend any meeting of the Coordinate Council and participate without vote in discussion of matters before the Council.
- Section 16. At no time does any Coordinate Council member speak for the whole council. All council actions are subject to review and approval by the Sovereign Grand Inspector General and his Personal Representative. The Sovereign Grand Inspector General resolves any controversy that cannot be otherwise addressed.

Article XII.

Ad Hoc Committees

- Section 1. The Sovereign Grand Inspector General, Personal Representative, Advisory Committee, Coordinate Council, or other officers of the valley may from time to time deem it necessary to appoint ad hoc committees to address specific matters of interest for the good of the valley.
- Section 2. The group or person desiring appointment of an ad hoc committee must:
- A. specify clearly the duties of the ad hoc committee;
 - B. specify both a beginning date and an ending date for the committee's work;
 - C. receive permission from the Personal Representative to form the ad hoc committee, if the Sovereign Grand Inspector General or the Personal Representative is not himself forming the ad hoc committee;
 - D. ensure that the Advisory Committee is informed fully of the ad hoc committee, including its purpose and its tenure.

Article XIII.

Petitions for and Conferral of the Degrees

- Section 1. The valley, usually in Spring and Fall Reunions, confers Scottish Rite degrees.
- Section 2. All candidates for the Fourth through Thirty-Second Degrees of the Scottish Rite must submit a petition for membership and pay applicable fees at least one month prior to a Reunion date; the Personal Representative may waive the one-month requirement for just cause duly demonstrated, but should do so only rarely.
- Section 3. The Advisory Committee must approve all petitions.
- A. All petitions for the degrees must comply with all regulations of the Supreme Council.
 - B. The Advisory Council must determine that every candidate for the Scottish Rite degrees is a Master Mason in good standing in his Symbolic Lodge, and that he resides within the Scottish Rite jurisdiction of the Cedar Rapids Valley.

- C. Good standing in a Symbolic Lodge is considered evidence of a candidate's character and of his understanding of the fundamental elements of Freemasonry.
- Section 4. Petitions approved by the Advisory Committee are referred to the membership meetings in April and October, where a majority vote of those present will be sufficient to elect petitioners to receive the Scottish Rite degrees.
- Section 5. XIII, Sections 2, 3, and 4 above notwithstanding, a Master Mason wishing to petition the valley for membership may submit his petition at any time during the year. The Advisory Committee considers his petition at its next meeting following receipt of the petition and, if approved, the bodies consider the petition at their next stated meeting.
- Section 6. Except in extraordinary circumstances that the Personal Representative and the Advisory Committee must approve, every accepted candidate must receive the degrees no more than six months following acceptance of his petition. A candidate who does not become a member within six months must petition the valley again, and must state in his second petition that he has previously petitioned for the Scottish Rite degrees.
- Section 7. Any candidate who has received any Scottish Rite degree is considered a member of the valley, and is governed by the relevant statutes, laws, and by-laws of the Supreme Council, Orient, and valley.
- Section 8. Reunion dates are announced publicly at least six months prior to any Reunion.
- Section 9. The Director of the Work, with approval of the Advisory Committee, determines dates and methods of conferring degrees.
- Section 10. The Director of the Work works with the Coordinate Council to ensure competent and timely performance and communication of all degrees.
- Section 11. One or several degrees may be exemplified at another location with approval of the Sovereign Grand Inspector General, Personal Representative, Advisory Committee, Coordinate Council, and Master of the Work. Should this occur, the Coordinate Council and Director of the Work remain responsible for the work.
- Section 12. If degrees are conferred at a Reunion, the Reunion is named for a deceased brother who has received Scottish Rite Honours, and generally for a brother who has received the 33°. A Reunion may never be named for a living Scottish Rite Mason.
- Section 13. Every Mason who receives the degrees of the Scottish Rite is expected to live his life in accordance with the high standards of the Scottish Rite. He should:
- A. comply with all the expectations for the conferral of the degrees;
 - B. involve himself in activities that augment his growth as a Mason.
 - C. meet his human and Masonic responsibilities within the length of his cable-tow. He is responsible for himself, his family, and his reputation. He should live his life as a Master Mason in fact as well as in name.

Article XIV.

Valley Dues

- Section 1. The Advisory Committee sets annual membership dues for the valley.
- Section 2. Any revision in annual dues must be approved by a majority vote of the Coordinate Council, and must be in compliance with the rules and regulations of the Supreme Council.
- Section 3. Dues revisions must be established in a timely manner to comply with all notices from the Supreme Council. Supreme Council *per capita* assessments are a part of the total dues for each valley member.

- Section 4. Notices of non-payment of dues are sent twice each year.
- Section 5. The handling of demits and remits is processed by the Registrar, approved by the Advisory Committee, and reported to the Coordinate Council and membership at stated meetings.
- Section 6. The Financial Manager and Advisory Committee explore appropriate methods to process dues collection in order to meet members' needs. This may include, but is not limited to, electronic and incremental payments in addition to more traditional methods of payment.
- Section 7. Members who have purchased life memberships and 50-year members are exempt from payment of annual valley dues, although the valley is still responsible for paying the Supreme Council *per capita* assessments for life members who are not 50-year members.

Article XV.

Almoners Fund

- Section 1. The Cedar Rapids Valley maintains an Almoner's Fund.
- Section 2. The box of fraternal assistance is circulated at every Scottish Rite meeting to allow those in attendance to contribute to the Almoner's Fund. These contributions comprise the complete funds available for use by the Almoner.
- Section 3. The Almoner's Fund is a regular account on the valley's books, and is monitored by the valley's Financial Manager.
- Section 4. Each December the Personal Representative, with the advice of the Advisory Committee, appoints a member of the Advisory Committee as the Valley Almoner. He may also appoint an Assistant Almoner, who need not be a member of the Advisory Committee.
- Section 5. The duties of the Almoner are:
- A. to identify worthy brothers in distress;
 - B. to bring to the Advisory Committee recommendations for fraternal financial assistance for such brothers;
 - C. to assist, at his own discretion, such a brother with no more than \$500.00, providing that such a donation:
 - i. expend no more than 1/4 of the total monies available in the Almoner's Fund, and
 - ii. be reported to the Advisory Committee at its next meeting;
 - D. to present to the Advisory Committee for approval all requests for assistance in amounts greater than \$500.00.
- Section 6. All financial assistance from the Almoner's Fund must be made to a worthy Master Mason in distress as identified by the Almoner and approved by the Advisory Committee.

Article XVI.

Knights of St. Andrew

- Section 1. The Knights of St. Andrew are an organization of 32° Scottish Rite Masons. The Cedar Rapids Chapter of the Knights of St. Andrew is an active organization of members from all quadrants of the valley. The Chapter is governed by its own constitution and by-laws.
- Section 2. All 32° Scottish Rite Masons in the Cedar Rapids Valley are eligible for membership in the local Chapter of the Knights of St. Andrew.
- Section 3. The purpose of the Knights of St. Andrew is to serve the valley by:

- A. promoting membership in the valley through active involvement in Symbolic Masonry, and discussion of the Scottish Rite with Masons who are not yet Scottish Rite Masons.
 - B. gaining understanding and knowledge of Scottish Rite Masonry. This may include, but is not limited to, the Master Craftsman programs of the Supreme Council or other Scottish Rite study programs.
 - C. active participation in and assistance with Reunions and other valley programs.
 - D. regular participation in the meetings and activities of the Knights of St. Andrew.
- Section 4. A selected member of the Cedar Rapids Chapter of the Knights of St. Andrew serves, at the discretion of the Personal Representative, as an *ex officio* but voting member of the Advisory Committee.
- Section 5. Should a member of the Knights of St. Andrew receive Scottish Rite honours, he ceases to be a member of the Chapter, but may serve as an advisor. Upon receipt of honours, he must relinquish all Knights of St. Andrew regalia to the Chapter.

Article XVII.

Scottish Rite Clubs

- Section 1. The Cedar Rapids Valley serves a large geographic area, comprising nearly 1/4 of the State of Iowa.
- Section 2. To encourage members to participate in Scottish Rite activities though they may live at a distance from Cedar Rapids, the valley sponsors Scottish Rite clubs throughout the valley.
- Section 3. The Coordinate Council is charged to oversee and encourage Scottish Rite club activities.
- Section 4. The Registrar is the official liaison between the Scottish Rite office in Cedar Rapids and the Scottish Rite clubs.
- Section 5. Each Scottish Rite club is encouraged to adopt its own by-laws; to elect its own officers; to establish club dues if its members desire; to hold regular meetings; and to pursue fraternal, educational, and social activities as its membership determine. The Advisory Committee and the Coordinate Council cooperate with clubs in their activities.
- Section 6. Each Scottish Rite club should maintain regular contact with the Registrar, and inform him of its activities.

Article XVIII.

Scottish Rite Honours

- Section 1. The Supreme Council for the Southern Jurisdiction of the United States, at its biennial session, elects a small number of 32° Scottish Rite members to receive honours of Knight Commander of the Court of Honour and Inspector General Honorary, 33°.
- Section 2. The number of honours available biennially to the valley is determined for the Orient of Iowa by Supreme Council statute and for the Cedar Rapids Valley by the Sovereign Grand Inspector General.
- Section 3. Honours must be awarded and cannot be applied for; requesting honours can disqualify a brother from receiving them.
- Section 4. The primary criterion for selection for honours is service to the Scottish Rite, broadly construed. Major contributions to society at large, to community, to religious organizations, to government, to education, and to other Masonic organizations may be taken into consideration in recommending men for honours, but service to the Scottish Rite should always figure prominently in the process.

- Section 5. The Personal Representative and Advisory Committee members who have achieved specific honours consult together to recommend valley members for honours. These recommendations are made to the Sovereign Grand Inspector General, and, through him, to the Supreme Council, where a unanimous vote is required to confer honours.
- Section 6. Receiving Scottish Rite honours is not an end in itself, but should rather be reason to redouble one's efforts on behalf of the Scottish Rite specifically and Freemasonry in general. When he is able, every honours man should devote at least 50 hours per annum in service to Scottish Rite Masonry. One who has received Scottish Rite honours should live as an example to other Scottish Rite Masons and to society.

Article XIX.

Extended Light in Masonry

- Section 1. A central goal of Scottish Rite Masonry is to provide extended light in Masonry.
- Section 2. The valley schedules educational meetings throughout its jurisdiction. Ordinarily these meetings are comprised of short presentations allowing for significant discussion by brothers in attendance. In meetings of this sort, a discussion leader can accomplish much more than a lecturer.
- A. These meetings should, as a rule, be open to all Masons, including those who have not yet attained to the Sublime Degree of a Master Mason.
 - B. On some occasions, and Article XVI, Section 2.A. above notwithstanding, the valley may schedule educational meetings specifically for Master Masons, or for Scottish Rite members.
 - C. Cordial, informal meetings, at which all attendees discuss Masonic topics according to their own interests and insights, are key to a vital and engaged membership.
 - D. Educational meetings should include an informal and social component, even if only coffee and cookies. Often more Masonic good is accomplished during the social time than during the meeting itself—and this is the nature of a fraternity.
- Section 3. To gain extended Masonic light, each Scottish Rite Mason is encouraged to pursue any of the following activities he believes will increase his own Masonic understanding:
- A. participating regularly and actively in meetings, work, and activities of his Symbolic Lodge, and showing by example what it means to be a Scottish Rite Mason;
 - B. if a 32° Mason, maintaining active membership in the Knights of St. Andrew;
 - C. completing the requirements for the Master Craftsman program or another formal Scottish Rite course of study;
 - D. studying and advancing his knowledge of Symbolic Masonic ritual by becoming a Masonic Instructor and District Lecturer;
 - E. becoming an active member and studying the materials of one or more Masonic research organizations such as Iowa Research Lodge No. 2, the Scottish Rite Research Society, the Philalethes Society, or the Masonic Society.
 - F. joining and participating in other Masonic organizations, e.g., the York Rite or Eastern Star;
 - G. serving as an officer in other Masonic organizations;
 - H. reading and studying Masonic literature, and participating in any activity that advances his knowledge of Masonry;
 - I. taking responsibility for his own actions as a Master Mason by being of service to his family, his Masonic brothers, and the Scottish Rite;
 - J. conducting Masonic educational activities for other Masons.

Article XX.

Facility Management and Development

- Section 1. The Cedar Rapids Scottish Rite Temple, the attached Cedar Rapids Masonic Temple, and associated real property are owned and maintained through the Cedar Rapids Scottish Rite Foundation, which retains deeds to all valley real property.
- Section 2. The officers of the Cedar Rapids Scottish Rite Foundation are responsible for managing funds from the foundation used in maintaining this real property.
- Section 3. The Advisory Committee and the Temple Board of the Cedar Rapids Masonic Temple meet jointly from time to time, but at least annually, to discuss the Temple Board's financial responsibility for use of the Masonic Temple building and other items of mutual interest.
- Section 4. The Scottish Rite Temple is officially recorded on the National Registry of Historic Places.
- Section 5. All Scottish Rite leaders have an obligation to develop and maintain the facility for future generations.

Article XXI.

The Huron "Cookie" Adams Trust

- Section 1. Bro. Huron "Cookie" Adams, 33°, established a testamentary restricted trust for the Cedar Rapids Valley of the Scottish Rite.
- Section 2. Only the income from the Adams Trust is to be used by the valley, according to the following formula:
 - A. 90% of the annual income is to be used to award scholarships to students who are graduated by Jefferson, Kennedy, Washington, Marion, Linn-Mar, and Prairie High Schools in Linn County.
 - i. Each of the schools is notified in February of each year of the criteria to be used to select Adams Scholarship recipients.
 - ii. Staff in each of these high schools identify students in their schools who meet the criteria for these scholarships.
 - iii. The Advisory Committee, upon recommendations from the Financial Manager and the Personal Representative, determine annually the number and monetary value of these scholarships.
 - iv. The Scottish Rite Temple office prepares appropriate certificates for scholarship recipients.
 - v. Scholarship recipients are notified of the time and place at which the scholarship certificates are awarded to them personally; recipients are expected to attend this meeting and to receive their scholarships in person.
 - vi. All Adams Scholarships are for one academic year only, and may not be renewed.
 - vii. Each scholarship recipient must verify registration at an approved institution of higher learning before receiving any proceeds from an Adams Scholarship.
 - viii. The proceeds of each scholarship are paid directly to the recipient, and in two equal payments.
 - a. The first payment is made upon certification by the recipient's chosen school that the recipient is registered for course work.
 - b. The second payment is made to the school at the beginning of the second half of the academic year, so long as the recipient continues to be registered for course work

and he or she has maintained a grade-point average of “B” or its equivalent in all course work for the first half of the academic year.

- ix. Records of all recipients of Adams Scholarships are maintained in the valley office.
- B. 10% of the annual proceeds from the Adams Trust is spent on maintaining the real property of the Cedar Rapids Valley.
- C. Disposition of Adams Trust funds is vested in the Advisory Committee, who are expected to honor the spirit of Bro. Adams’s bequest in managing these funds. .

Article XXII.

By-Laws Approval

- Section 1. All Scottish Rite Masons who are entitled to vote on the approval of these proposed by-laws must be notified of meetings at which the by-laws are considered.
 - A. Prior to each meeting at which these by-laws are considered, and not less than two weeks before such a meeting, those eligible to vote on the by-laws receive a clean copy of the proposed by-laws and are notified of the time and place of the meeting at which the by-laws are considered.
 - B. Such notification may be via e-mail or other electronic means, and posting the proposed by-laws on the valley’s web site is considered furnishing a clean copy of the proposed by-laws. The exception to electronic notification is that those members of the valley who are known not to use e-mail or other electronic means of communication must be notified of the meeting(s) by U.S. Mail; *the electronic publication of the proposed by-laws is considered adequate access to the proposed by-laws in such cases.*
 - C. Clean copies of the proposed by-laws will be available on request in printed form to all members in the office of the Scottish Rite Temple in Cedar Rapids.
- Section 2. The approval process for these by-laws is as follows:
 - A. They must be approved by the Personal Representative and by a majority vote of the Advisory Committee;
 - B. they must be approved by a majority vote of the Coordinate Council;
 - C. they must be approved by a majority vote of those present and voting at a stated meeting of the Scottish Rite bodies. They may be considered at the stated meeting the same evening as the Coordinate Council considers and approves them, so long as adequate notification has been given.
 - D. Each vote on these by-laws is accomplished by written ballot. Prior to balloting, the brother chairing the meeting appoints three tellers from among those eligible to vote to count the ballots and report the results.
 - E. The results of the ballot are recorded by the brother serving as secretary of the meeting, and the results become a part of the permanent records of the valley. Following the announcement of ballot results, the physical ballots are destroyed.
- Section 3. Following approval by all qualified to vote on their approval in accordance with the procedures above, and subject to the approval of the Sovereign Grand Inspector General, these by-laws become effective immediately.

Article XXIII.
By-laws Amendments

Section 1. These by-laws may be amended by the membership in the following manner:

- A. Any member of the valley may suggest to the Personal Representative an amendment to these by-laws. The suggestion must cite the section(s) of the by-laws relevant to the proposed amendment, state the proposed change, and give reasons why the amendment should be approved. The proposal must be in writing.
- B. The proposed amendment must be presented to the Advisory Committee at a regular meeting.
- C. When the proposed amendment is brought to the Advisory Committee, it must bear the signature of the Personal Representative as witness that he has received and read the proposal. His signature does not indicate whether he supports the amendment or opposes it.
- D. At this the meeting, the proposed amendment is discussed and a record kept of the salient points of the discussion.
- E. The proposed amendment is then laid over for at least one month until the next stated meeting of the Advisory Committee.
- F. If the amendment is approved by the Advisory Committee, it is then taken to a regular meeting of the membership; at least three weeks prior to this meeting, the membership is provided with a copy of the amendment and the reasons for its proposal, and that the Advisory Committee has approved it.
- G. At the stated meeting at which the membership considers the proposed amendment for passage, discussion is allowed, but the Master of Kadosh or the brother serving in his stead may limit discussion.
- H. A written ballot is spread, and “yes” indicates approval of the proposed amendment, while “no” indicates rejection of it. The ballots are counted by a panel of three tellers appointed by the Chair of the meeting.
- I. A majority of those eligible to vote approves the amendment.

Section 2. Any amendment takes effect immediately upon its passage, subject, however, to the approval of the Sovereign Grand Inspector General.

Section 3. Controversies regarding by-laws or amendments there unto are referred to the Sovereign Grand Inspector General for resolution.

Passed this 19th Day of October, 2011

W. C. Jacobson 33°, Personal Representative

Douglas R. Heath 32°, Registrar

John Klaus 33°