

**RULES AND REGULATIONS OF
THE SCOTTISH RITE, VALLEY OF INDIANAPOLIS**

**ARTICLE I
PREAMBLE**

Sec. 1. **Parties Governed, Short Names.** These articles shall constitute the Rules and Regulations of The Scottish Rite, Valley of Indianapolis, and each of the four (4) constituent bodies, Ancient Accepted Scottish Rite, N.M.J., namely, Adoniram Lodge of Perfection; Saraiah Council Princes of Jerusalem; Indianapolis Chapter of Rose Croix; and Indiana Consistory, S.P.R.S.

Sec. 2. **Effect of Amendments.** These Rules and Regulations of the Ancient Accepted Scottish Rite, Valley of Indianapolis supersede all former Rules and Regulations of Adoniram Lodge of Perfection; Saraiah Council Princes of Jerusalem; Indianapolis Chapter of Rose Croix; and Indiana Consistory, S.P.R.S.; and such former Rules and Regulations are hereby repealed and annulled.

Sec. 3. **Definitions.** Adoniram Lodge of Perfection, shall be referred to herein as "Lodge"; Saraiah Council Princes of Jerusalem, as "Council"; Indianapolis Chapter of Rose Croix, as "Chapter"; Indiana Consistory, S.P.R.S., as "Consistory."

"The Four Constituent Bodies" shall be the Lodge, Council, Chapter and Consistory. "The Scottish Rite, Valley of Indianapolis" shall comprise the Four (4) Constituent Bodies acting jointly and in unity, and shall comprise the Scottish Rite organization of this Valley in its entirety operating within an area in the state of Indiana as provided by Article 504 of the Constitutions of the Supreme Council.

The "Supreme Council" referred to herein shall be The Supreme Council of Sovereign Grand Inspectors General of the Thirty-third and Last Degree of the Ancient Accepted Scottish Rite of Freemasonry for the Northern Masonic Jurisdiction of the United States of America.

The "Council of Deliberation" referred to herein shall be The Council of Deliberation for the State of Indiana.

**ARTICLE II
ALLEGIANCE**

Sec. 1. **Allegiance.** The Four (4) Constituent Bodies are chartered by and acknowledge allegiance to the Supreme Council; and are governed by the Constitutions and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation. All such provisions of the Constitutions, rituals and other Rules and Regulations are hereby adopted and incorporated in these Rules and Regulations.

ARTICLE III FISCAL MATTERS

Sec. 1. **Fiscal Body.** The Executive Committee shall be the fiscal body of The Scottish Rite, Valley of Indianapolis, and the business and prudential affairs of said Valley shall be conducted in and by said Executive Committee, which shall be charged with the custody, management, and control of all funds belonging to any and all of the Four Constituent Bodies.

Sec. 2. **Trustees' Responsibility and Authority.** The Trustees shall hold title to all property, both real and personal. They shall have the power, subject to the approval and/or direction of the Executive Committee, to invest funds, sell or transfer securities and properties, and execute all contracts, conveyances, deeds, mortgages, and all instruments in writing incident thereto; provided that any conveyance or mortgage of real estate shall also be approved by the Executive Committee at a regular stated meeting thereof; and provided further that the title to all property shall remain subject to all the obligations of the Scottish Rite, Valley of Indianapolis, and subject to Article 318 of the Constitutions of the Supreme Council.

ARTICLE IV MEETINGS, QUORUM

Sec. 1. **Stated Meetings.** The Stated Meetings of the Four Constituent Bodies shall be held jointly on the first Wednesday of each month except July and August at 7:00 P.M. In the event that such day shall fall on a legal Holiday, the meeting shall be held on the second Wednesday at 7:00 P.M. The Thrice Potent Master of the Lodge shall be the presiding officer at Stated and Special Meetings of the Four Constituent Bodies, when held jointly. In the absence of the Thrice Potent Master, the Deputy Master or next highest officer in the Lodge shall preside.

Sec. 2. **Special Meetings.** The presiding officers of the Four (4) Constituent Bodies may call special meetings, which may be held jointly; or the presiding officer of any of the Four Constituent Bodies may call special meetings to consider matters exclusively in the jurisdiction of his body. In the absence or disability of any presiding officer, the next most senior officer of that constituent body shall be entitled to preside and act in his stead.

Sec. 3. **Location of Meetings.** All stated and special meetings of any or all of the Four Constituent Bodies shall be held in the Scottish Rite Cathedral, 650 North Meridian Street, Indianapolis, Indiana, unless another location is selected by the Thrice Potent Master in the case of a joint meeting or in the case of a special meeting by the presiding officer of the constituent body convening the meeting. The members of each body shall be notified of the alternate location in writing at least 30 days prior to date of the meeting. Announcements in publications of The Scottish Rite, Valley of Indianapolis shall be deemed sufficient notice.

Sec. 4. **Quorum.** A quorum for the transaction of business at joint meetings shall be six members and must include one elected officer from each of the Four Constituent Bodies, a Trustee, either the Treasurer, the Secretary or the Secretary's designee.

ARTICLE V OFFICERS

Sec. 1. **Officers of Subordinate Bodies.** The first three officers of the Consistory and Chapter and the first four officers of the Council and Lodge, together with the Treasurer and Secretary of each subordinate body, and the Trustees of the Lodge shall be elected. All other officers shall be appointed by the presiding officer, subject to the provisions of the Officer Screening Committee in Section 2 of this Article. The officers of the Consistory, Chapter, Council and Lodge shall be elected annually. Voting for elective officers shall be by secret ballot and shall be held at the Stated Meeting next preceding the 31st day of May.

Sec. 2. An Officer Screening Committee is charged with interviewing members of the Indianapolis Valley who are willing and qualified to commit themselves to the six (6) to ten (10) years required to be an officer of one of the four (4) constituent bodies of the Indianapolis Valley. The committee will not address the office of Trustee, Treasurer or Secretary. The presiding officers shall only choose candidates from the list of members approved by the officer screening committee (O.S.C.).

The O.S.C. is subordinate to the Executive Committee and is empowered to act on behalf of the four (4) constituent bodies and the Executive Committee. The O.S.C. will annually report their findings to the Executive Committee at a regular meeting or at a Called meeting of the same.

The O.S.C. shall consist of five (5) voting members and one (1) non-voting member composed of one past presiding officer from each constituent body to be selected by the current presiding officer of each body and a current Trustee selected from those currently serving as Trustees. The Executive Committee shall designate one of the members as the chairman of the O.S.C.

The Deputy's Representative to the Valley will be the one (1) non-voting member.

A quorum consists of four or more. All ballots will be secret and no voice votes accepted, thereby always allowing the chair to vote. Majority vote will prevail. The term of office on the O.S.C. committee will be two (2) years with a maximum of two (2) consecutive terms.

Any Brother who desires to become an officer of one of the four (4) constituent bodies must complete an application and be interviewed by the O.S.C. The O.S.C. is empowered to recruit members with officer potential and follow the same procedure. Officers may encourage or recruit other members of the Valley to petition the screening committee.

When the O.S.C. rejects a name, the committee must inform the Brother and the

Executive Committee of the rejection.

The O.S.C. will annually review all names in the pool to ascertain current status of desire, interest, qualifications, and inclination.

Sec. 2- 3. **Trustees and Treasurer.** In addition to the Officers required by the Supreme Council, the Lodge shall have four (4) Trustees, elected as provided in Article V Section 1, whose terms shall be for two (2) years with two (2) elected each year. Except those Trustees serving at the time of the adoption of these bylaws, no Trustee shall serve for more than three (3) consecutive full terms not taking into account any partial term. The Treasurer, elected as provided in Article V, Section 1 shall be elected for a term of two (2) years and serve no more than three (3) consecutive terms, not taking into account any partial term. If a vacancy occurs in the office of Trustee, or Treasurer, the Presiding Officers of the four constituent bodies shall make a recommendation to the Executive Committee for the purpose of filling the vacancy. The replacement so selected shall serve, subject to the approval of the Deputy, until the next annual election at which time a successor shall be elected to serve the unexpired term of the office.

Sec. 3- 4. **Nominations.** Nominations for the position of Trustee, Secretary and or Treasurer shall be made in writing by any member of the Four (4) Constituent Bodies and be received by the Secretary to the Four (4) Constituent Bodies on or before the first day of April. Said nominations shall be posted in the building at least twenty (20) days prior to the Annual Election.

Sec. 4- 5. **Appointment of Committee Chairmen.** The Executive Committee shall appoint the chairmen of all committees.

Sec. 5- 6. **Benevolent Funds.** The benevolent and Masonic Relief funds of the Scottish Rite, Valley of Indianapolis, shall be administered by the Hospitaller, who shall be appointed by the presiding officers of the Four Constituent Bodies, and he shall make an annual confidential report to the Executive Committee.

Sec. 6- 7. **Secretary Compensation.** The Secretary of each of the Four Constituent Bodies may be compensated as determined by the Executive Committee.

Sec. 7- 8. **Fiscal Management.** The Executive Director of the Valley shall keep a record of all accounts consistent with Generally Accepted Accounting Principles, consistently applied. For all accounts in the name of the Scottish Rite, Valley of Indianapolis, the following steps are to be followed:

1. Executive Director shall prepare a monthly reconciliation of all checking accounts.
2. The Treasurer shall review and approve each reconciliation on a monthly basis.

The Executive Committee shall authorize all accounts with such signatures, as it may deem advisable, at least one of which shall be manual.

ARTICLE VI
EXECUTIVE COMMITTEE

Sec. 1. **Duties.** There shall be an Executive Committee for the Valley, which shall function as a Board of Directors for the unincorporated association and carry out the duties normally performed by a Board of Directors of a domestic corporation.

Sec. 2. **Membership.** The Executive Committee shall be ten (10) members, consisting of the Thrice Potent Master as Chairman, the Deputy Master, the Sovereign Prince, the Most Wise Master, the Commander-in-Chief, the four Trustees and the Treasurer of the Lodge. In the absence of the Chairman, the Deputy Master shall preside. In the absence of the Thrice Potent Master and the Deputy Master, those in attendance with a quorum shall elect a temporary Chairman from those present.

Sec. 3. **Voting.** All acts of the Executive Committee shall have the affirmative vote of a majority of those present in a duly held meeting. Six (6) members of said Committee shall be necessary to constitute a quorum.

Sec. 4. **Meetings.** Executive Committee shall meet monthly at a time designated by the Executive Committee and have such special meetings as the Thrice Potent Master shall designate after twenty-four (24) hours notice to each member, or written waiver thereof. The Executive Director shall call a special meeting of the Executive Committee on the written request of any three members thereof.

Sec. 5. **Compensation Committee.** The Executive Committee shall appoint a Compensation Committee of three officers to meet annually with the Executive Director to review his goals and job performance. The Compensation Committee is to annually review the Executive Director's salary and recommend to the Executive Committee, at its March meeting, adjustments based upon his performance and attainment of set goals and objectives. The Compensation Committee shall also annually review the salary bracket of the Executive Director to ensure that comparable market wages are being paid.

The Compensation Committee shall be made up of the following:

Treasurer – Regardless of the number of terms being served.

Trustee – A Trustee who shall serve for two years and be selected by the Trustees.

Deputy Master who shall also serve during his term as Thrice Potent Master. He shall be succeeded by the newly elected Deputy Master at the conclusion of his term as Thrice Potent Master.

ARTICLE VII
EXECUTIVE DIRECTOR

Sec. 1. **Powers and Duties.** The Executive Director shall be the administrative officer of The Scottish Rite, Valley of Indianapolis, and his acts, powers and duties shall at all

times be subject to the approval and/or direction of the Executive Committee.

Sec. 2. **Selection.** The Executive Director shall be selected and employed by the Executive Committee.

Sec. 3. **Authority.** He shall employ all personnel, and direct or supervise their activities.

Sec. 4. **Director and Secretary Separate.** The duties of the Executive Director shall be separate from those of the Secretary of the Four Constituent Bodies of the Rite, but may or may not be performed by the same person.

Sec. 5. **Attendance at Valley Functions.** The Executive Director shall attend all meetings of the Executive Committee and keep a true record of the proceedings of such meetings. He shall prepare and submit to the Executive Committee a monthly report which shall show in detail the financial condition of The Scottish Rite, Valley of Indianapolis, and the current status of all funds or bequests of any kind, which may have been established for its benefit.

ARTICLE VIII PETITIONS

Sec. 1. **Form and Signatures.** A petition for the degrees, affiliation or restoration shall be signed by the applicant's own hand, and by one member of The Scottish Rite, Valley of Indianapolis, who shall certify to his personal acquaintance with the petitioner and his qualifications for membership.

Sec. 2. **Acceptance.** The receiving and acceptance or rejection of candidates shall be in accordance with Constitutions and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation.

Sec. 3. **Fees for Petitions.** The fees for conferring the degrees by the Four Constituent Bodies of the Ancient Accepted Scottish Rite, Valley of Indianapolis, shall be as follows, viz:

Lodge of Perfection.....	\$45.00
Council Princes of Jerusalem.....	35.00
Chapter of Rose Croix.....	35.00
Consistory.....	<u>35.00</u>
Total.....	\$150.00

(Must accompany the petition)

ARTICLE IX DUES and ASSESSMENTS

Sec. 1. **Amount and Payment.** The dues for each member of any or all of the Four Constituent Bodies, shall be \$100 per annum payable annually in advance on or before January 1st of each year. Any member who shall advise the Secretary on or before

September 1st of any given year that his permanent residence is outside the state of Indiana will receive a 50% credit toward the annual dues payable the following January 1st and each subsequent year until his permanent address may change back to an Indiana address. This sum may be increased annually by the Executive Committee by an amount not to exceed the increase in the most current Consumer Price Index (CPI). Any increases in excess of the above shall be approved by a majority vote of the members present at a stated meeting of the Four Constituent Bodies.

In addition to the dues, each member shall pay the per-capita assessments levied annually by the Supreme Council and Council of Deliberation. Each member shall also pay an amount, established annually by the Executive Committee, as a per-capita assessment for the member's support of the Indianapolis Scottish Rite Cathedral Foundation, Inc. and the Scottish Rite of Indianapolis Foundation, Inc. The Four Constituent Bodies may by majority vote, remit the dues and assessments of any member who is financially unable to pay the same. The Executive Committee may authorize payment of dues on a monthly or quarterly basis as they deem advisable and may include reasonable processing fees for these payment terms.

Sec. 2. **Non-Payment of Dues.** Any member who shall fail to pay his dues and assessments as provided in Section 1 shall be notified by mail of his arrearage to his last known address not later than March 31st of the year in which the delinquency first occurs. At the Stated Meeting in May, if he is still delinquent in payment of dues and assessments, he shall be suspended of all rights and privileges of the Scottish Rite, Valley of Indianapolis until such time the member desires to reinstate by satisfying amount of delinquency plus payment of current dues and assessments, if any.

Any member who has been authorized to make payments on a monthly or quarterly basis as provided in Section 1, shall be deemed delinquent in payment of dues and assessments if such payments remain unpaid 30 days after the monthly or quarterly due date. In such case, the member shall be notified by mail of his arrearage to his last known address and be required to pay all monies due for the balance of the year within 30 days of such notice. At a Stated Meeting at least 30 days following this notice, if he is still delinquent, in payment of dues and assessments, he shall be suspended of all rights and privileges of the Scottish Rite, Valley of Indianapolis until such time as the member desires to reinstate as provided in this section.

Sec. 3. **Life Membership.** A life membership may be purchased by a member, by payment of a sum of money calculated in accordance with Article 313-2 of the Constitutions of the Supreme Council. The life annuity membership is not transferable to another Valley. No refunds or adjustments shall be permitted. Any life membership purchased subsequent to the date of adoption of these bylaws shall be subject to payment of all per-capita assessments.

Sec. 4. **Segregation of Funds.** All payments received under the provisions of Article IX, Section 3 shall be placed in a separate fund designated as the "Life Annuity Membership Fund." Such funds shall be administered and withdrawals made therefrom under such terms and conditions as are or may be specified by the Constitutions of the Supreme Council.

**ARTICLE X
FISCAL YEAR**

Sec. 1. **Fiscal Year.** The fiscal year of the Four Constituent Bodies and of the Executive Committee shall end on the 30th day of April of each year.

Sec. 2. **Budget.** A budget of estimated expenditures for the ensuing year shall be prepared by the Trustees, Treasurer, and Executive Director and submitted to the Executive Committee for approval prior to April 30th of each year. Following approval, the budget shall be published at the next stated meeting.

Sec. 3. **Audit.** An annual audit of the fiscal affairs of The Scottish Rite, Valley of Indianapolis, shall be made by a certified public accountant to be selected by the Executive Committee, and the report of such audit shall be presented to the Executive Committee within 120 days of the close of the fiscal year.

**ARTICLE XI
INSURANCE AND BONDS**

Sec. 1. **Insurance.** Adequate insurance on all real and personal property to which the Trustees hold title shall be authorized by the Executive Committee in such sums as it deems proper. The Scottish Rite, Valley of Indianapolis shall also maintain errors and omissions coverage for its officers in such commercially reasonable amounts as the Executive Committee shall determine from time to time.

Sec. 2. **Bonds.** A blanket bond covering all officers and employees on the payroll, together with all other officers or members entrusted with the care, custody or control of any Scottish Rite funds or property, shall be provided by the Executive Committee for the protection of The Scottish Rite, Valley of Indianapolis.

Sec. 3. **Payment.** The cost of all insurance and bonds shall be approved by the Executive Committee and paid from the general bank account in the name of The Scottish Rite, Valley of Indianapolis.

**ARTICLE XII
AMENDMENTS**

Sec. 1. **Procedure.** These Rules and Regulations may be amended, modified or repealed only in the following manner:

- a. Any proposed amendment, modification or repeal shall be presented in writing at a stated meeting of the Four Constituent Bodies, signed by the member offering the same, entered upon the minutes, and referred to the Executive Committee.
- b. A report by the Executive Committee must be submitted in writing at a subsequent stated meeting before final action is taken.

- c. A special notice of the stated meeting at which the vote is to be taken together with a summary of the proposed amendment, modification or repeal shall be mailed to each member at his last know address at least two weeks prior to the date of such meeting. (Double Eagle publication is adequate.) Any member may request a full text of the proposed amendment, modification or repeal from the Executive Director.
- d. After compliance with the above provisions, the proposed amendment, modification or repeal may be adopted or rejected by a majority vote of all members present, or consideration may be postponed to some subsequent stated meeting.

ARTICLE XIII
EFFECTIVE DATE

Sec. 1. **Procedure.** These Rules and Regulations shall take effect immediately upon their adoption by each of the Four Constituent Bodies and their approval by the Deputy for this State. A copy shall be sent to the Grand Secretary General to be placed on file.

APPROVED:



Ill. Gail N. Kemp, 33^o, Deputy
October 20, 2011