

**RULES and REGULATIONS  
Ancient Accepted Scottish Rite  
Valley of Fort Wayne**

**PREAMBLE**

These Articles shall constitute the Rules and Regulations of the Ancient Accepted Scottish Rite, Valley of Fort Wayne, Indiana, Northern Masonic Jurisdiction (hereinafter referred to as Valley of Fort Wayne) and each of the Four Constituent Bodies, namely, Fort Wayne Lodge of Perfection 14°; Darius Council Princes of Jerusalem, 16°; Emanuel Chapter of Rose Croix, 18°; and Fort Wayne Consistory, S.P.R.S., 32°.

These Rules and Regulations supersede all former by-laws of Fort Wayne Lodge of Perfection, Ancient Accepted Scottish Rite, Valley of Fort Wayne; Darius Council Princes of Jerusalem; Emanuel Chapter of Rose Croix; and Fort Wayne Consistory, SPRS, 32°.

**ARTICLE 1**

**DEFINITIONS**

**Section 1.** “Lodge” means Fort Wayne Lodge of Perfection, 14°, “Council”, means Darius Council Princes of Jerusalem, 16°, “Chapter” means Emanuel Chapter of Rose Croix, 18°, and “Consistory” means Fort Wayne Consistory, S.P.R.S. 32°.

**Section 2.** “Bodies” means the Lodge, Council, Chapter, and Consistory collectively.

**Section 3.** “Valley” means the Bodies acting jointly and in unity, and shall comprehend the Scottish Rite organization of this Valley in its entirety.

**Section 4.** “Supreme Council” means 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.

**Section 5.** “Council of Deliberation” means The Council of Deliberation for the District of Indiana.

**ARTICLE II**

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ALLEGIANCE

**Section 1.** The Bodies are chartered by and acknowledge allegiance to the Supreme Council having its Grand East in the City of Lexington, State of Massachusetts; and are governed by the Constitutions and Regulations, rules, laws, and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation.

**Section 2.** All provisions of the Constitutions and Regulations, rules, laws, and rituals of the Supreme Council and the Rules and Regulations, rules, laws, and rituals of the Council of Deliberation, whether or not set forth herein, are hereby adopted and incorporated in these Rules and Regulations.

**Section 3.** Any amendment, modification, or repeal of the Constitutions and Regulations, rules, laws, and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation shall, upon adoption, be incorporated in these Rules and Regulations.

**ARTICLE III**

FISCAL BODY

**Section 1.** The Executive Committee shall be the fiscal body of the Valley. The business and prudential affairs of said Valley shall be conducted in and by said Executive Committee. Said Executive Committee shall be charged with the custody, management and control of all funds and property belonging to any and all of the Bodies.

**ARTICLE IV**

MEETINGS

**Section 1.** The stated meetings of the Bodies shall be held on the second Tuesday of each month at 7:00 P.M. The Thrice Potent Master may alter the time or date of the stated meeting by providing notice to the membership by Mail, telephone, Website notice, in the *Scottish Rite Standard*, or by announcement at the stated meeting preceding the change of date or time. In the event a stated meeting falls on a legal holiday, the second Thursday shall be the stated meeting

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day.

**Section 2.** All stated and called meetings of any or all of the Bodies shall be held in the Scottish Rite Cathedral, 431 West Berry Street, Fort Wayne, Indiana, except that the meeting place can be changed in a clear case of necessity and when authorized by the Deputy for the State of Indiana.

**Section 3.** The Stated meeting in May each year shall be the Annual Meeting.

**Section 4.** 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. The Presiding Officer of each body, or in his absence or disability, the next highest officer, shall preside in all matters exclusively in the jurisdiction of his body.

**ARTICLE V**  
**OFFICERS**

**Section 1.** Elected officers of the Lodge shall consist of: Thrice Potent Master, Deputy Master, Senior Warden, Junior Warden, Treasurer and Trustees (3). Appointed officers are: Orator, Master of Ceremonies and Captain of the Guard, in that order.

**Section 2.** Elected officers of the Council shall consist of: Sovereign Prince, High Priest, Senior Warden and Junior Warden. Appointed Officers are: Master of Ceremonies and Master of Entrances, in that order.

**Section 3.** Elected officers of the Chapter shall consist of: Most Wise Master, Senior Warden and Junior Warden. Appointed officers are: Orator, Captain of the Guard and Master of Ceremonies in that order.

**Section 4.** Elected officers of the Consistory shall consist of: Commander-in-Chief, First-Lieutenant-Commander and Second-Lieutenant-Commander. Appointed officer is Orator.

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**Section 5.** There shall be a Tyler and Hospitaler who shall serve all four (4) respective Bodies.

**Section 6.** The officers of the Lodge shall be elected annually. The officers of the Council, Chapter, and Consistory shall be elected bi-annually. Voting for elected officers shall be by secret ballot and shall be held at the annual meeting in May. To be elected to office, the candidate must receive a plurality of votes cast for that office at the Annual Meeting. A paper ballot will be prepared by the Secretary and shall contain the names of a proposed slate of officers recommended by the Nominating Committee.

**Section 7.** If a vacancy occurs in an elected line office, the Executive Committee, upon receipt of a report from the Nominations Committee, will appoint an officer to fill the vacancy. The replacement so appointed shall serve until the next annual election at which time a successor shall be elected to serve the unexpired term of the office.

**Section 8.** All officers of all bodies shall perform such duties as are prescribed by the Constitution and Regulations, rules, laws and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation, in addition to those herein enumerated.

**Section 9.** It shall be the duty of the Thrice Potent Master or another designated by the Executive Committee to present to the annual meeting of the Council of Deliberation, a report showing the work done during the preceding year, size of the membership, and other matters as will give the Council of Deliberation full and clear information as to the condition of the bodies.

**Section 10.** The secretary for the Bodies shall perform the duties prescribed by the Constitutions and Regulations, rules, laws and rituals of the Supreme Council and Rules and Regulations of the Council of Deliberation. The salary for such services shall be fixed by the Executive Committee.

**Section 11.** The treasurer for the Bodies (who cannot be the same person as the secretary) shall keep a record of his accounts as treasurer and at all times shall have free access to the

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various books and accounts kept by the secretary. He shall perform such other duties as are incident to this office and as are prescribed by the Constitutions, Regulations, rules, laws, and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation. The Treasurer, Executive Secretary and Thrice Potent Master shall be authorized to sign all checks for the payment of money against the general bank account in the name of the Valley. However, should any of said persons be unable to sign checks, the Executive Committee shall designate one of its number who shall sign checks during such disability, but in no event shall there be less than two different signatures on each check.

**Section 12.** Appointed Officers shall be recommended by the Presiding Officer of each Body.

**ARTICLE VI**  
**TRUSTEES**

**Section 1.** In addition to the officers required by the Supreme Council, the Lodge shall have three (3) Trustees. They shall be elected at the annual meeting in May by secret ballot. Terms of Trustees shall be for three (3) years with one (1) elected each year. No Trustee shall serve for more than two (2) consecutive full terms, not taking into account any partial term. If a vacancy occurs in the office of trustee, the Nominating Committee shall investigate nominees for the office and report their findings to the Executive Committee. The Executive Committee shall appoint a nominee to fill the vacancy. The replacement so appointed shall serve until the next annual election at which time a successor shall be elected to serve the unexpired term of the office.

**Section 2.** 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 the title to all property shall remain subject to all the obligations of the Fort Wayne Lodge of Perfection, Ancient Accepted Scottish Rite, Northern Masonic Jurisdiction presently outstanding.

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**Section 3.** The trustees shall be officers of the Lodge and shall be nominated and elected pursuant to Article V, Sec. 6.

**Section 4.** The Treasurer, Thrice Potent Master and Executive Secretary shall attend all meetings of the Trustees in a non-voting capacity.

**ARTICLE VII**  
**EXECUTIVE COMMITTEE**

**Section 1.** There shall be an Executive Committee of nine members, consisting of the Thrice Potent Master, the Deputy Master, the Sovereign Prince, the Most Wise Master, the Commander-in-Chief, the three Trustees and the Treasurer of the Bodies. The Thrice Potent Master shall preside over meetings of the Executive Committee. In his absence the Deputy Master shall preside. The Executive Secretary shall serve as secretary of the Executive Committee. He shall maintain minutes and other records of the Executive Committee as necessary.

**Section 2.** The Executive Committee shall be charged with the formulation and furtherance of the policies of the Valley.

**Section 3.** The Executive Committee shall be the fiscal agent of the Valley.

**Section 4.** The Executive Committee shall appoint all committees of the Valley.

**Section 5.** All acts of the Executive Committee shall require the affirmative vote of more than half of those present in a duly held meeting. Five members of said Committee shall be necessary to constitute a quorum.

**Section 6.** The Executive Committee shall meet on the second Tuesday of each month and have such special meetings, as the presiding officer shall designate upon twenty-four (24) hours personal notice to each member. The Executive Secretary shall call a special meeting of the Executive Committee on the written request of any three members thereof. Such Special

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Executive Committee meetings may be held with personal attendance, telephonic attendance, Webcast attendance or by using a combination of these methods.

**Section 7.** The Executive Committee shall have authority to employ an Executive Secretary for the Valley of Fort Wayne, on a year to year contract and to fix his salary.

**Section 8.** The Executive Committee may appoint Special Counsel from time to time, as it deems necessary to advise the Committee. Said Special Counsel shall serve as requested and be non-voting members of the Executive Committee.

**Section 9.** The Deputy's Representative shall attend meetings of the Executive Committee and the Trustees as a non-voting member

**ARTICLE VIII**  
**EXECUTIVE SECRETARY**

**Section 1.** The Executive Secretary shall be the administrative officer of the Valley of Fort Wayne provided however; his acts powers and duties shall at all times be subject to the approval and/or direction of the Executive Committee.

**Section 2.** The Executive Secretary shall also serve as the Secretary of the respective Bodies.

**Section 3.** The Executive Secretary shall keep a true record of all proceedings of the Bodies proper and shall make and forward to the Deputy for the District of Indiana and the Grand Secretary General all reports required of secretaries of subordinate bodies by the Constitutions and Regulations rules, laws, and rituals of the Supreme Council and the Rules and Regulations of the Council of Deliberation. He shall promptly collect the dues of the members, fees of candidates for the degrees, and all monies due the Lodge and deposit the same in a depository approved by the Executive Committee in the name of the Valley. He shall have charge of the archives, correspondence and seals of the Bodies and shall stamp therewith all documents that may require it. The Executive Secretary shall keep a correct register of the members, specifying the time of admission, age, place of birth, residence, Blue Lodge membership and occupation of

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each member. The Executive Secretary shall also keep a record of all deaths, demits, suspensions, discharges and expulsions. He shall issue all notices and summonses.

**Section 4.** The Executive Secretary shall attend all meetings of the Executive Committee and keep a true record of the proceedings of such meetings. He shall have prepared and submit to the Executive Committee a monthly report which shall show in detail the financial condition of the Valley, the current status of all funds or bequests of any kind which may have been established for its benefit, and an itemized list of all bills payable which shall be subject to the approval of the Executive Committee.

**Section 5.** The Executive Secretary shall, as required by law, file in the office of the Recorder of Allen County, Indiana, proper certificate of election of trustees.

**ARTICLE IX**

NOMINATING COMMITTEE

**Section 1.** There shall be a nominating committee for the valley. The membership of this committee shall be the four most recent past presiding officers of the Bodies and a 33rd<sup>o</sup> Mason as assigned by the President of the 33rd<sup>o</sup> Association of the Valley. In the event any of the identified persons can not serve or are in conflict, the Deputy Master will fill the appointed position until the conflict is resolved and/or the member can again serve.

**ARTICLE X**

BUDGET

**Section 1.** In February of each year, the Executive Committee shall prepare a budget for the operation of the valley for the ensuing year. Said budget shall be presented at the April Stated Meeting for review and adoption in the May Stated Meeting.

**ARTICLE XI**

DUES

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**Section 1.** The dues of the Valley shall be determined annually by the Executive Committee, for each member of any or all of the Bodies, payable annually, in advance, on or before January 1<sup>st</sup> of each year. An amount equal to not less than \$1.00 per member of said dues shall be made available to the Executive Committee for the charitable and benevolent purpose of the Valley.

**Section 2.** The Valley may, by majority vote of those present at any regular meeting, remit the dues of any member who is financially unable to pay the same.

**Section 3.** The Executive Secretary shall issue to individual members in good standing a suitable card showing him to be in good standing for the year.

**Section 4.** Any member who shall fail to pay his dues as provided in Sec. 1 herein, shall be notified by mail on or before the first day of June of the succeeding year to the last known address of the member to show cause why the same is not paid and that said account shall be submitted to the Valley at the July meeting and that vote may be had for the discharge of said member from membership in the Bodies unless said dues are paid prior thereto.

**Section 5.** A life membership may be purchased by a member, by payment of a sum of money in cash, which sum shall be not less than an amount representing the present value of a life annuity or his life at the time of such payment. Such life annuity may from time to time be adjusted by the Executive Committee with the approval of the Supreme Council. Life members shall remain liable for any special assessments levied against members.

**Article XII**  
**PETITONS**

**Section 1.** A petition for the degrees, affiliation or restoration shall be signed by the applicant's own hand, and by two members of the Ancient Accepted Scottish Rite, Valley of Fort Wayne, who shall certify their personal acquaintance with the petitioner and his qualifications for membership.

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**Section 2.** Each such petition shall be referred to a committee on character.

**Section 3.** The Ancient Accepted Scottish Rite, Valley of Fort Wayne shall have authority, upon a sufficient showing of facts, to refuse to receive any petition by a majority vote of those present.

**Section 4.** The fees for conferring the degrees by the Four Constituent Bodies of the Ancient Accepted Scottish Rite, Valley of Fort Wayne, which must accompany a petition, shall be as established by the Executive Committee for The Lodge of Perfection, The Council of Princes of Jerusalem, The Chapter of Rose Croix and The Consistory. The Executive Committee shall present to the body for approval.

**ARTICLE XIII**

**FISCAL YEAR**

**Section 1.** The fiscal year of the Lodge and the Executive Committee shall begin on May 1 of any calendar year and end on the 30<sup>th</sup> day of April of the next year.

**Section 2.** A budget of estimated expenditures for the ensuing year shall be prepared by the Treasurer and the Executive Secretary and submitted to the Trustees and Executive Committee for approval by the Executive Committee in the May meeting.

**Section 3.** Annual reports by the Executive Committee, Treasurer, and the Executive Secretary shall be presented to the Executive Committee in June of each year.

**Section 4.** An annual audit of the fiscal affairs of the Valley of Fort Wayne shall be made by a certified public accountant to be selected by the Executive Committee. The report of such audit shall be presented to the Lodge at the Annual meeting.

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**ARTICLE XIV**

**INSURANCE AND BONDS**

**Section 1.** 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.

**Section 2.** 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 Valley of Fort Wayne.

**Section 3.** 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 Valley of Fort Wayne.

**ARTICLE XV**

**AMENDMENTS**

**Section 1.** 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, signed by a member offering the same, entered upon the minutes and referred to the Executive Committee.

b. A report by this 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 shall be delivered to each member, by electronic mail, US postal service or Facsimile.

d. A copy of the proposed amendment, modification or repeal shall be available on the website at least two weeks prior to the date of such meeting.

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.

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**ARTICLE XVI  
EFFECTIVE DATE**

**Section 1.** 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 District. A copy shall be sent to the office of the Grand Secretary.

Approved at the meeting of the Ancient Accepted Scottish Rite, Northern Masonic Jurisdiction, Valley of Fort Wayne July 14, , 2009.

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Robert G. Elrod, 33°

Revised September 2001

Revised June 2002

Revised May 2004

Revised July 2009