

# BY-LAWS

## OF

## CAPTAIN JIMMIE HOBAUGH NO. 407

## LODGE OF RESEARCH AND INFORMATION

## F. & A.M.

*Under the Jurisdiction of the Grand Lodge of Free and Accepted Masons of Michigan*

## ARTICLE 1

### NAME AND AUTHORITY

**Section 1.** This Lodge of Research and Information shall be known and hailed as Captain Jimmie Hobough No. 407 Lodge of Research and Information, F. & A.M., operating under Section 4.17 of the Constitution and Laws of the Grand Lodge of Free and Accepted Masons of the State of Michigan.

**Section 2.** The territorial jurisdiction of this Lodge shall be co-extensive with the territorial jurisdiction of the Grand Lodge of Michigan.

**Section 3.** This Lodge is established exclusively for the purpose of researching and publishing Masonic information and educational material, with particular focus on preserving veteran Mason histories and developing leadership resources based on military organizational principles.

## ARTICLE 2

### MEETINGS

**Section 1.** This Lodge shall hold Regular Communications quarterly, on the third Saturday of January, April, July, and October at 2:00 PM, rotating among Masonic Temples throughout Michigan as determined by the Worshipful Master. Should the third Saturday fall on a legal or religious holiday or during a declared weather emergency, the Regular Communication shall be held on the following Saturday.

**Section 2.** The location of each quarterly meeting shall be announced at the preceding Regular Communication and written notice shall be provided to all members at least thirty (30) days in

advance.

**Section 3.** Special Communications may be called by the Worshipful Master by giving due and timely notice of at least fourteen (14) days, which may be conducted virtually when circumstances warrant.

**Section 4.** A quorum for the transaction of business shall consist of seven (7) members, including at least one elected officer.

## ARTICLE 3

### MEMBERSHIP

**Section 1.** Membership in this Lodge shall be exclusively by Plural Membership. All members must maintain regular membership in good standing in another lodge chartered by or recognized by the Grand Lodge of Michigan.

**Section 2.** Master Masons in good standing in lodges recognized by the Grand Lodge of Michigan may petition for Plural Membership in accordance with Grand Lodge regulations.

**Section 3.** This Lodge must maintain a minimum of ten (10) members who are also members of other Michigan Masonic lodges and are domiciled within the Grand Jurisdiction.

**Section 4.** Petitioners for membership need not comply with the usual residence requirements as specified in Section 4.17.5 of the Michigan Blue Book.

## ARTICLE 4

### OFFICERS

**Section 1.** The officers of this Lodge shall consist of:

- Worshipful Master
- Senior Warden
- Junior Warden
- Treasurer
- Secretary
- Historian
- Chaplain
- Tiler

**Section 2.** The Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary shall be elected annually by secret ballot at the October Regular Communication. The method of nomination (with or without formal nominations) shall be determined by a majority vote of

those present and entitled to vote prior to the election. The remaining officers shall be appointed by the Worshipful Master-elect.

**Section 3.** Officers shall be installed at the January Regular Communication or at a Special Communication called for that purpose.

**Section 4.** While titled as lodge officers, the Worshipful Master, Officers, and Past Masters of this Lodge are not entitled to the same rights and privileges as their counterparts in degree-conferring lodges, as specified in Section 4.17.7.

**Section 5.** Members may hold office simultaneously in both this Lodge and one degree-conferring lodge chartered by the Grand Lodge of Michigan.

## ARTICLE 5

### DUTIES OF OFFICERS

**Section 1. Worshipful Master** - Shall preside at all Communications, appoint committees, oversee the Lodge's research mission, and represent the Lodge in all official capacities.

**Section 2. Senior Warden** - Shall oversee all programs, publications, and educational initiatives. In the absence of the Master, shall preside. Shall chair the Finance and Audit Committee.

**Section 3. Junior Warden** - Shall oversee membership development, orientation of new members, and coordination of the oral history project.

**Section 4. Treasurer** - Shall receive and disburse all funds as directed by the Lodge, maintain accurate financial records, present quarterly financial reports at each Regular Communication, and submit annual reports as required.

**Section 5. Secretary** - Shall maintain all records, conduct correspondence, maintain the digital archive, submit required reports to Grand Lodge, and present quarterly reports on membership and correspondence. Prior to each Regular Communication, shall surrender to the Treasurer all monies collected, taking receipt therefor.

**Section 6. Historian** - Shall oversee the oral history collection program, maintain interview protocols, and ensure proper preservation of all historical materials.

**Section 7. Chaplain** - Shall attend to the spiritual needs of the Lodge and lead devotions.

**Section 8. Tiler** - Shall guard the door and perform the usual duties of that office.

**Section 9. Vacancies** - In case of vacancy in any office other than Worshipful Master, such vacancy may be filled at any Regular Communication by nomination and election by simple

majority, or by appointment by the Worshipful Master for the remainder of the term.

## ARTICLE 6

### DUES AND FEES

**Section 1.** The annual dues for membership shall be thirty dollars (\$30.00), payable in advance by January 1st of each year.

**Section 2.** There shall be no initiation fee for Plural Membership.

**Section 3.** This Lodge is exempt from all per capita, general assessments, and special assessments levied by the Grand Lodge.

**Section 4.** The Lodge may, by majority vote, remit the dues of any member for good cause.

**Section 5.** Members admitted during the year shall pay pro-rated dues as follows:

- First Quarter: Full dues
- Second Quarter: Three-fourths
- Third Quarter: One-half
- Fourth Quarter: One-fourth

## ARTICLE 7

### COMMITTEES

**Section 1.** The Worshipful Master shall appoint the following standing committees immediately following installation:

**A. Oral History Committee** - Shall develop interview protocols, coordinate the collection of veteran stories, manage recording equipment, and ensure proper archival storage. Chaired by the Historian.

**B. Publications Committee** - Shall oversee the quarterly bulletin, annual transactions, and all published materials. Shall ensure ISBN registration and manage distribution.

**C. Leadership Development Committee** - Shall create educational modules based on military leadership principles, develop mentorship frameworks, and produce training materials for Michigan lodges.

**D. Technology Committee** - Shall maintain the Lodge website, manage digital archives, oversee podcast production, and ensure data security.

**E. Finance and Audit Committee** - Shall review financial records and conduct a formal audit annually during the first week of October, presenting their written audit report at the October Regular Communication along with the proposed budget for the following year. Chaired by the Senior Warden, with the Secretary and Treasurer as ex-officio members.

**F. Masonic Home Committee** - Shall serve as liaison between the Lodge and the Masonic Home, respond to questions and requests, visit when possible, and convey greetings to any Brethren residing therein.

**G. Delinquent Dues Committee** - Shall investigate all instances of non-payment of dues referred to them and submit written reports with recommendations at the July Regular Communication. The Worshipful Master and Secretary shall be ex-officio members.

**Section 2.** Special committees may be appointed by the Worshipful Master as needed.

## ARTICLE 8

### PUBLICATIONS

**Section 1.** This Lodge shall publish a quarterly bulletin distributed digitally to all members, containing research papers, oral history excerpts, and Lodge news.

**Section 2.** An annual volume of Transactions shall be published, containing the year's research papers, selected oral histories, and educational materials. This shall be assigned an ISBN and made available to libraries and Masonic bodies.

**Section 3.** All publications shall be provided free to members. Non-members may purchase publications at prices set by the Lodge.

**Section 4.** The Lodge shall maintain a digital archive of all materials, with appropriate backup systems to ensure preservation.

## ARTICLE 9

### RESEARCH PROJECTS

**Section 1.** Research projects must align with the Lodge's mission of preserving veteran Mason histories and developing leadership resources.

**Section 2.** Members proposing research projects shall submit a brief outline to the Publications Committee for approval.

**Section 3.** The Lodge shall provide reasonable support for approved research projects, including access to archives, research materials, and publication assistance.

**Section 4.** All research conducted under Lodge auspices remains the intellectual property of the author, with the Lodge retaining perpetual publication rights.

## **ARTICLE 10**

### **ORAL HISTORY PROGRAM**

**Section 1.** The Lodge shall maintain an active program to collect, preserve, and share the stories of veteran Masons throughout Michigan.

**Section 2.** All interviews shall be conducted according to established protocols, with signed consent forms from participants.

**Section 3.** Original recordings and transcriptions shall be preserved in multiple formats and locations to ensure long-term accessibility.

**Section 4.** Selected excerpts may be published in Lodge publications with the consent of the participant or their estate.

## **ARTICLE 11**

### **FINANCES**

**Section 1.** Lodge funds shall be deposited in federally insured institutions approved by the Finance and Audit Committee.

**Section 2.** Checks, warrants, or electronic transfers shall require the signature or approval of the Worshipful Master and either the Treasurer or Secretary.

**Section 3.** An annual budget shall be prepared by the Finance and Audit Committee and presented with the audit report at the October Regular Communication for approval by majority vote.

**Section 4.** All regular and recurring operating expenses may be paid without specific Lodge approval. Special expenditures exceeding one hundred dollars (\$100.00) require Lodge approval by majority vote.

## **ARTICLE 12**

### **GRAND LODGE RELATIONS**

**Section 1.** This Lodge is not entitled to representation at the Annual Communication of the Grand Lodge.

**Section 2.** The Secretary shall submit all reports required by Grand Lodge in a timely manner.

**Section 3.** This Lodge shall operate in strict accordance with the Constitution and Laws of the Grand Lodge of Michigan.

## **ARTICLE 13**

### **ORDER OF BUSINESS**

**Section 1.** The order of business for Regular Communications shall be:

1. Opening of the Lodge
2. Welcome to members and guests
3. Reading and approval of minutes
4. Treasurer's report
5. Secretary's report
6. Reading of communications and correspondence
7. Committee reports a. Finance and Audit (October meeting) b. Delinquent Dues (July meeting) c. Other standing committees d. Special committees
8. Presentation of research papers
9. Unfinished business
10. New business
11. Educational presentation or oral history sharing
12. Good of the Order
13. Closing of the Lodge

## **ARTICLE 14**

### **AMENDMENTS**

**Section 1.** These By-Laws may be amended by the following procedure:

A. Proposed amendments must be submitted in writing at a Regular Communication, read in full to the Lodge, and spread upon the minutes.

B. The proposed amendment shall lie over until the next Regular Communication before being acted upon.

C. Written notice of the proposed amendment, including the date, time, and purpose of the vote, must be sent to all members at least fourteen (14) days prior to the meeting at which the vote will occur.

D. Adoption requires a two-thirds majority of members present and voting.

E. Amendments shall not become effective until approved by the Most Worshipful Grand Master of the Grand Lodge of Michigan.

**Section 2.** These By-Laws shall be reviewed annually by a committee appointed for that purpose.

## ARTICLE 15

### DISSOLUTION

**Section 1.** In the event of dissolution, all assets of the Lodge, including archives, recordings, and publications, shall be transferred to the Grand Lodge of Michigan Library and Museum for preservation and continued access by the Craft.

## ARTICLE 16

### RECORD OF IMPORTANT POLICIES (LANDMARKS)

**Section 1.** The Secretary shall maintain a ready record of important policies and decisions contained in the minutes of this Lodge, known as the "Landmarks Record."

**Section 2.** This record shall be maintained in notebook or digital form, independent of the regular archives, and shall serve as an official account of important Lodge actions and decisions.

**Section 3.** The record shall cover a rolling period of twenty (20) years and shall be reviewed and purged annually of outdated material.

**Section 4.** Material included in this record shall be determined by Lodge vote and shall carry the same weight as Lodge by-laws. Such policies may only be altered or deleted following the procedure outlined in Article 14.

*Submitted for consideration to the Formation Committee of Captain Jimmie Hobaugh No. 407  
Lodge of Research and Information*

*Date:* \_\_\_\_\_

*Formation Committee Chair:* \_\_\_\_\_

*Formation Committee Secretary:* \_\_\_\_\_