

BY-LAWS OF DAVIS LODGE #169
INDEPENDENT ORDER OF ODD FELLOWS

Updated September 19, 2009, by Recording Secretary
Amended in 2016

ARTICLE I
MEETINGS

- SECTION 1. The regular meetings of this Lodge shall be held on the second Saturday of each month at 9:30 A.M. and the fourth Wednesday of each month at 7:00 P.M. in the I.O.O.F. Hall, 415 Second Street, Davis, CA. The Noble Grand may change the date, time, or place of regular meetings if circumstances require it. Scheduled meetings need not be held if circumstances beyond the control of the members prevent it. The Noble Grand shall ensure that all members are notified prior to the meeting change.
- SECTION 2. Special meetings may be called by the Noble Grand, at his/her discretion, by a vote of the Lodge, or at the written request of any five (5) Third Degree members in good standing. If a special meeting is called, the members must be notified by the Recording Secretary by mail, stating the date and the purpose for which the meeting is called. No business shall be transacted at a special meeting other than that specified in the notice.
- SECTION 3. At all meetings, five (5) members in good standing, one of (1) whom is qualified to preside, shall constitute a quorum for the transaction of business.
- SECTION 4. If a quorum is not present within thirty (30) minutes after the time set for opening a meeting, the Lodge members present shall select a Chairperson for the purpose of adjournment. The Recording Secretary, or in his/her absence, a Recording Secretary appointed by the Chairperson, shall prepare a memorandum of the facts and list the names of the members present, and cause such memorandum to be read and recorded in the minutes for the next regular meeting of the Lodge.
- SECTION 5. All members, in good standing, present shall vote on each question or candidate unless they have a conflict, are excused, or are prohibited by law or by a vote of the Lodge. A member who wishes to abstain must get permission from the Presiding Officer.
- SECTION 6. In all methods of voting, abstentions are not counted. Only the number of votes cast is counted in determining what constitutes a majority or two-thirds vote, unless a different rule is stated in Robert's Code of California Odd Fellows Laws.

ARTICLE II MEMBERSHIP

- SECTION 1. All applications for membership must comply with the provisions of the Constitution for Subordinate Lodges and be accompanied by the required fee.
- SECTION 2. No candidate shall be initiated on the night of his/her election to membership, except when such initiation is approved by the vote of two-thirds of the members present.
- SECTION 3. Should the applicant be rejected, the fee that accompanied the application shall be returned. If elected to membership and the applicant should fail to present him/herself for initiation within six (6) months after receiving notice of said election, the election shall be null and void, and the fee returned unless further time is granted by the Lodge.
- SECTION 4. Every person admitted to membership shall sign the Members Register and inform the Recording Secretary of the member's place of business and home address. Upon changing a place of residence or mailing address, the member shall give prompt notice of such change to the Recording Secretary.
- SECTION 5. Mailing lists maintained by the Odd Fellows, including e-mail and posted mail are not to be used for political, sectarian, or business purposes. These mailing lists may only be used for "Lodge purposes." Examples of "Lodge purposes" include: notices of meetings; information on the I.O.O.F. website; announcements of dates of Lodge-sponsored events; information regarding initiatory degrees; Lodge members' birthdays; announcements or information pertaining to good-fellowship of the Lodge; Lodge calendars; and announcements of events of the Lodge Hall.
- All requests to disseminate information through Odd Fellows' mailing lists must be made to the Noble Grand or his/her designee.
- SECTION 6. To remain in good standing there are "minimum participation requirements." Lodge members must attend a minimum of any combination of six (6) Lodge meetings or Lodge events (including attendance of at least two (2) meetings) in any given calendar year. Members who fail to meet these minimum participation standards without good cause may be subject to a loss or reduction in Lodge privileges (including expulsion from the Lodge).
- The Recording Secretary, or his/her designee, shall take attendance at Lodge meetings and record this information in the minutes. The Recording Secretary, or his/her designee, shall also track attendance of members at Lodge events. The Recording Secretary, or his/her designee, shall report results of attendance to meetings and Lodge events to the Noble Grand for each calendar year (the report shall be made no later than February 15 of the following calendar year). Members may take a leave of absence.

ARTICLE III FEES AND DUES

- SECTION 1. Persons admitted to membership by initiation, expired withdrawal card, resignation certificate, or by dismissal certificate, shall pay the sum of Twenty Dollars (\$20.00).
- SECTION 2. Ten Dollars (\$10.00) each shall be charged for the First, Second, and Third Degrees. Fees for degrees must be paid in advance, and no degree shall be granted to anyone who is indebted to the Lodge, or against whom there are charges pending.
- SECTION 3. A fee of One Dollar (\$1.00) shall be charged for a visiting card, withdrawal card, transfer certificate, and dismissal certificate.
- SECTION 4. Members shall pay the amount the Grand Lodge sets as the per capita annual dues plus Fifteen Dollars (\$15.00) per year as dues. Dues will be payable on or before January 1 of each year.
- SECTION 5. Associate members shall pay annual dues of \$250. Dues will be payable on or before January 1 of each year. Associate members shall be eligible for all benefits afforded to regular members.
- SECTION 6. A member suspended for non-payment of dues may be reinstated thereafter by paying the amount of one (1) year's dues, plus one (1) year's dues in advance.

ARTICLE IV FUNERALS

- SECTION 1. On the death of a member of this Lodge, if occurring in Davis, or if the body is to be brought here for interment, it shall be the duty of the Noble Grand or Recording Secretary to notify all members by mail or otherwise.
- SECTION 2. On the death of a current beneficial member, in good standing, who was a member on December 31, 1999, and continues as a member in good standing until his/her death, a death benefit of \$1,000 shall be paid upon the request of the beneficiary as follows:
- The benefit shall be paid to the widow/widower or to his/her children under twenty-one (21) years of age or to his/her relations who were dependents of the deceased at the time of his/her death. The death benefit shall not be paid to an estate.

ARTICLE V BENEFITS

- SECTION 1. Benefits paid by the Lodge in case of sickness or disability shall be paid only to Third Degree Members in good standing. A physician's certificate may be requested, certifying that such member is incapable of earning a livelihood.
- SECTION 2. When a member is reported sick or in distress, the Noble Grand will make a personal investigation and if in his judgment an emergency exists, he/she shall be authorized to give immediate relief, not to exceed One Hundred Dollars (\$100.00). At the next regular or special meeting the Noble Grand must report his/her actions to the Lodge.
- SECTION 3. If at the next regular or special meeting, the emergency still exists, the Noble Grand must put the question to the Lodge for their decision. Any use of the treasury funds for this purpose must be approved by two-thirds majority vote of the members present.
- SECTION 4. Benefits are not paid for sickness or disability caused by immoral conduct, or from any constitutional disease or bodily ailment that existed at the time of the member's admission to the Lodge.

ARTICLE VI PENALTIES

- SECTION 1. A member who is thirteen (13) weeks in arrears for dues, fines, or assessments, shall not be entitled to the password, or a vote in the Lodge, nor shall he/she be entitled to sick benefits or death benefits. If the member was so indebted at the time of being taken sick, he/she shall not be entitled to receive benefits during such sickness.
- SECTION 2. Any member guilty of immoral conduct, in or out of the Lodge, making known publicly the transactions of the Lodge, exposing the name for a member who may vote or speak against a candidate for membership, shall be subject to fine, suspension, or expulsion, as the Lodge may decide after due trial and conviction.
- SECTION 3. Any member guilty of an infamous crime or defrauding the Lodge or becoming the proprietor or inmate of a house of ill-fame, shall be expelled after due trial and conviction.
- SECTION 4. Any officer or member having keys, books, regalia, or papers necessary for the use of the Lodge, who absents him/herself on Lodge night without sending the same, shall be subject to removal from office.

- SECTION 5. Members who violate the “mailing list” policy described in Article II, Section 5 shall be referred to the Board of Trustees who will review the matter, speak to the member, and make a recommendation to the Noble Grand. Possible consequences include: a written warning from the Noble Grand; a formal letter of counseling from the Noble Grand that shall be distributed to members at a regularly scheduled meeting of the Order of the Odd Fellows no later than two (2) months after the date of the violation; or referral to the full Lodge membership for consideration of suspension and/or expulsion from the Lodge in accordance with By-laws of the Davis Odd Fellows and Robert’s Code of California Odd Fellows Laws.
- SECTION 6. Members who violate the “minimum participation requirements” described in Article II, Section 6, shall be referred by the Noble Grand to the Board of Trustees for consideration at the first Trustee meeting after February 15 of that year. The Trustees shall consider each member who is not in good standing based on attendance of events and meetings in the prior calendar year. In considering the subject members and to assist in the recommendation, Trustees may take into account: the member’s longtime commitment to the Lodge; illness; other factors making it difficult for the member to meet participation requirements; other involvement and participation by the member during the subject calendar year. The Trustees may recommend the following actions: an informal letter to the member from the Noble Grand, or his/her designee, explaining the issue and asking the member if he or she wants to continue membership in the Lodge; a formal letter of counseling with a warning and discussing loss of Lodge privileges from the Noble Grand that shall be distributed to members at a regularly scheduled meeting of the Order of the Odd Fellows no later than two (2) months after the subject trustee meeting; or referral to the full Lodge membership for consideration of suspension and/or expulsion from the Lodge in accordance with By-laws of the Davis Odd Fellows and Robert’s Code of California Odd Fellows Laws.
- SECTION 7. Trustees and Hall Board members who violate “additional participation requirements” described in Article VII, Section 3 shall be referred by the Noble Grand to the Board of Trustees for consideration at the first Trustee meeting after February 15 of that year. Trustees and/or Hall Board members who are the subject of this discussion shall be excused from the meeting and shall not participate in any voting. The Trustees shall consider each Trustee and/or Hall Board member who is not in good standing based on attendance of meetings in the prior calendar year. The Trustees may recommend the following actions: an informal letter to the Hall Board member or Trustee from the Noble Grand, or his/her designee, explaining the issue and asking the Trustee or Hall Board member if he or she wants to continue in that position at the Lodge; a formal letter of counseling with a warning from the Noble Grand that shall be distributed to members at a regularly scheduled meeting of the Order of the Odd Fellows no later than two (2) months after the subject trustee meeting; or referral to the full Lodge membership for consideration of removal from the Board of Trustees and/or Hall Board in accordance with By-laws of the Davis Odd Fellows and Robert’s Code of California Odd Fellows Laws.

ARTICLE VII OFFICERS AND DUTIES

- SECTION 1. The duties of the various Officers and Trustees (if the By-Laws so provide) shall be as prescribed in the Ritual(s), Code of General Laws, Code of California, this Constitution and the By-Laws of this Lodge.
- SECTION 2. The term of office for Noble Grand, Vice Noble Grand, Recording Secretary, Financial Secretary, and Treasurer shall be for one (1) year.
- SECTION 3. The Trustees of this Lodge shall consist of three (3) members in good standing who are elected. The term of office shall be for three (3) years. They shall be elected so that the term of one (1) will expire each January. The three (3) elected Trustees shall be the three (3) representatives to the Building Hall Board Association. The Noble Grand shall be an ex officio member without voting privileges. The Noble Grand shall be an alternate with voting privileges when the business of the Association is conducted and there are less than three (3) Trustees present. The Trustees shall have general supervision and management of all properties and invested funds of the Lodge, acting as a Board. They shall perform all duties enjoyed by the Constitution, these By-Laws, and the Grand Lodge of California. They shall require compliance with State and Federal Laws in relation to Lodge properties and affairs, where applicable. They shall have no power to hypothecate, sell, or convey Lodge real property without prior authority, obtained by Resolution, which after being read at two (2) successive meetings of the Lodge and adopted, must also be approved by the Grand Lodge. They shall make written monthly reports to the Lodge concerning receipts and disbursements under their management. They shall keep the Lodge fully informed of all issues that affect the members. They shall abide by all reporting requirements of the Grand Lodge. They shall conduct meetings in a manner and at times that best serve the best interests of the Lodge. They shall act by majority vote of the Trustees. The Noble Grand shall be the chairperson.

In addition to the minimum participation requirements of all members, all Trustees and Hall Board members shall attend a majority of all meetings to which they are assigned in any given calendar year. Trustees and Hall Board members who fail to meet these minimum participation standards may be subject to removal from his or her position. The minutes of all Trustee and Hall Board meetings shall reflect attendance of Trustees and Hall Board members. The Recording Secretary, or his/her designee, shall report attendance of Hall Board members and Trustees at assigned meetings to the Noble Grand for each calendar year (the report shall be made no later than February 15 of the following calendar year).

- SECTION 4. Noble Grand. It shall be the duty of the Noble Grand in conjunction with those set forth in the Ritual to:
- (a) Appoint all Officers and Committees not otherwise provided for by law;

- (b) See that all Officers, Committees, and members of the Lodge perform their respective duties as enjoined by the several charges and laws of the Order;
- (c) See that all members are instructed to enable them to advance in the degrees;
- (d) State and then put all motions;
- (e) Inspect and announce the results of all ballots and votes of the Lodge;
- (f) Order and attest all warrants drawn by the Recording Secretary on the Treasurer for moneys legally voted;
- (g) Prior to closing, require the Recording Secretary or Financial Secretary, if there be one, to read the receipts of the evening;
- (h) Vote on any question he/she desires or on any question on which the Lodge requires him/her to vote;
- (i) Surrender his/her chair to make, second, or debate a motion;
- (j) On the date of installation, if closed, or the first meeting thereafter if public, appoint a Finance Committee as provided by law and such other committees as may be required by the By-Laws of the Lodge; and
- (k) Perform all other duties required by the By-Laws of the Lodge.

SECTION 5. Vice Grand. It shall be the duty of the Vice Grand in conjunction with those set forth in the Ritual to:

- (a) Examine and report the results of all ballots;
- (b) Be responsible, in conjunction with the Noble Grand, for a program of an educational or social nature and provide the same on each meeting night that degrees are not conferred; and
- (c) Perform all other duties required by the laws of the Lodge.

SECTION 6. Recording Secretary. It shall be the duty of the Recording Secretary, or his/her designee, in conjunction with those set forth in the Ritual to:

- (a) Keep a record of the transactions of the Lodge in the manner prescribed in Chapter XXXIII, Section 7, of Robert's Code;
- (b) Endorse and forward to Treasurer for filing the section of the Lodge minutes acknowledging receipts and disbursements as reported by the Treasurer and approved by the Lodge members;
- (c) File all communications from the Grand Master, Grand Secretary, or special officer acting on their behalf;
- (d) Notify members named to committees of their appointment;
- (e) Notify all candidates for membership of the results of the ballot;
- (f) Notify every member immediately, at his/her last known address, of the levying of any assessment against the membership by the Lodge;
- (g) Keep, in conjunction with the Financial Secretary, an up-to-date roll of the members including current address, telephone number, and record of degrees and rank each has attained;
- (h) Notify the fraternal press of changes of address and fraternal status of members;
- (i) Notify the Grand Secretary and the Lodges in the county and district of the rejection of applications for admission by initiation, card, or by Dismissal Certificate;

- (j) Send notice to any member suspended for nonpayment of dues and place a copy in the minutes along with proof of mailing;
- (k) Issue in a lawful manner all notices, summons, and subpoenas ordered by the Lodge, Noble Grand, or duly authorized committee; and
- (l) Perform all other duties required by law.

- SECTION 7. Financial Secretary. It shall be the duty of the Financial Secretary, or Recording Secretary, if no Financial Secretary be authorized, in conjunction with those set forth in the Ritual to:
- (a) Keep accounts in a regular set of books, including ledger, journal, receipt, and cash books and such others as may be required by the Lodge and the laws of the Order;
 - (b) Promptly credit the account of each member paying him/her money; the member's credit and standing, shall date from such payment;
 - (c) Receive and issue receipts for all monies due the Lodge. Provide to the Treasurer for endorsement a list of all acknowledged receipts for deposit by the Treasurer;
 - (d) Give written notice of account, in person or at last known address, at least semi-annually, to each member who is in any way indebted or about to become indebted to the Lodge;
 - (e) Notify by certified mail, to last known address, any member who is in arrears to the Lodge for an amount equal to one (1) year's dues, whether the arrearage accumulated as unpaid dues, fines, or assessment;
 - (f) Prepare and furnish to the Noble Grand a list of members entitled to vote at any election;
 - (g) In conjunction with the Recording Secretary, maintain a current roll of all members; and
 - (h) Perform all other duties required by law.

- SECTION 8. Treasurer. It shall be the duty of the Treasurer, in conjunction with those set forth in the Ritual to:
- (a) Receive from the Recording Secretary each Lodge Night all endorsed minutes as referred to in Article VI, Section 6 (b). Receive from the Financial Secretary all acknowledged receipts and deposits as referred to in Article VI, Section 7 (c) above;
 - (b) Report at the meeting the balance on-hand at the beginning of the period for which the report is made, receipts during the period of the report and any disbursements during the period of the report;
 - (c) At the first meeting of the new year, report the annual receipts and expenditures for the previous year; and at the last meeting of the term have his/her books written up for presentation, along with exhibit vouchers, to the Finance Committee for examination within twenty-four (24) hours thereafter;
 - (d) Give, when requested by the Noble Grand, a statement in writing of money on hand; and
 - (e) Handle all disbursements and deposits, and perform all other duties required by law.
 - (f) Signatures Required. Two (2) signatures shall be required for any withdrawal of Lodge funds from any checking or saving accounts; each account shall require not less than three (3) signatures on file.

- SECTION 9. The Recording Secretary, Financial Secretary, and Treasurer shall receive a stipend equal to one years dues to be paid by check for each year in office.
- SECTION 10. Appointment of Committees on Candidates or Charges. The Noble Grand or qualified member legally acting as such shall appoint a majority and the Vice Grand or member legally acting as such shall appoint a minority of all committees on candidates, investigation, and charges.
- SECTION 11. A Grand Lodge representative from the Lodge shall be a Past Grand. He/she will not be subsidized from the Lodge unless he/she has attended at least seventy-five percent (75%) of the Lodge meetings during the past year. If a representative or his/her spouse receives funds from another Lodge or Chapter, they will not be allowed more than the total amount allowed as the subsidized amount for the Lodge for that year.

Expenses should be limited to no more than the number of days the session meets (plus one (1) day) for hotel lodging and a per diem of Fifty Dollars (\$50.00) per day with documentation. The hotel rate shall not exceed the basic rate at the hotel in which the Grand Lodge maintains its headquarters. A comprehensive report may be requested before expenses are paid.

ARTICLE VIII FUNDS

- SECTION 1. The dues and receipts of this Lodge shall be held in one (1) fund known as the General Fund, which shall be used for the payment of its proper and legitimate Lodge expenses. The funds of this Lodge shall not be loaned to a member.
- SECTION 2. Any funds on hand, over and above Twelve Thousand Dollars (\$12,000.00) shall be placed in an interest bearing account in a Savings Bank approved by the Trustees.

ARTICLE IX DUTIES OF COMMITTEES

- SECTION 1. The Visiting Committee shall consist of the Noble Grand, Vice Grand, and Treasurer. They shall visit all sick or disabled members within twenty-four (24) hours after being reported to the Lodge, see that they are properly cared for, and report at the next regular meeting.
- SECTION 2. The Finance Committee shall examine and report on the bills presented. Inspects and audits the books and accounts of the Financial Secretary and Treasurer and other officers and committees charged with the receipts and

expenditures of money, and they are authorized to examine the Books or accounts of any officer or committee at any time.

- SECTION 3. A By-Laws Committee, consisting of three (3) members in good standing shall be appointed by the Noble Grand at the first regular meeting after his/her installation. It shall be the duty of the By-Laws Committee to review the proceedings of the Grand Lodge of California, and the Sovereign Grand Lodge, and to propose any resolutions that might be required in order to keep these By-Laws current.
- SECTION 4. Reports of all committees shall be in writing, except the Visiting Committee, and signed by a majority thereof.
- SECTION 5. The Noble Grand shall establish and appoint the chair and members to these standing committees as well as to special committees designated by the Noble Grand as are necessary and desirable to better carry out the fraternal purposes of Odd Fellowship.

ARTICLE X AMENDMENTS

- SECTION 1. By-Laws may be amended, altered, or repealed by the Lodge after having been read at three (3) consecutive regular meetings, with action taking place at the third meeting. Such changes shall be distributed to the membership at least thirty (30) days prior to the vote. A vote of two-thirds of the members present is required for passage. Upon passage, the changes shall be submitted to the Grand Lodge for approval. Upon approval by the Grand Lodge, the amendments shall become effective.
- SECTION 2. These By-Laws must be read in open Lodge at least once each year.
- SECTION 3. All former rules and By-Laws are hereby repealed as of the approval date of these By-Laws.

ARTICLE XI RULES OF ORDER

- SECTION 1. Where they do not conflict with Robert's Code of California Odd Fellows Laws or the Code of General Laws, Robert's Rules of Order will govern our proceedings.

**ARTICLE XII
MISCELLANEOUS**

- SECTION 1. Alcoholic beverages may be dispensed and consumed in our Lodges, Hall, and at any of our Lodge's sponsored functions subject to the following restrictions and any other restrictions of the Grand Lodge;
- (a) The use of alcoholic beverages is authorized as hereinafter provided.
 - (b) No alcoholic beverage may be consumed in any set-up Lodge meeting room.
 - (c) Alcoholic beverages may be served only prior to opening or following the close of slated or special Lodge meetings only if food is served at the same time.
 - (d) A Lodge shall be subject to the same rights and restrictions placed on other renters when sponsoring a social event where alcohol is served.
 - (e) Civil Liability insurance protection in the amount sufficient to indemnify any potential protected loss or losses, shall be purchased and in force prior to the serving of any alcoholic beverage under the provisions of this paragraph.
 - (f) At all times and functions, state and local laws and ordinances relating to the purchase, sale, and consumption of alcoholic beverages shall be strictly adhered to; and
 - (g) A Lodge may further restrict the use of alcoholic beverages by By-Law, Standing Rule, or Resolution
 - (h) The Lodge Hall may be rented or leased to individuals or organizations that serve alcoholic beverages, providing that at no time may a bar be set up or such beverages consumed in a set-up meeting Lodge room.
- SECTION 2. The Lodge may make donations to organizations or individuals for the public welfare or for charitable, scientific, or educational purposes. No donation to any organization may exceed the donation limits established by the Lodge. The donation limits shall be established by the Lodge not later than March 1 of each year. The Noble Grand may appoint a committee to screen, investigate, establish criteria, and recommend the amount and method of payment. The Lodge must approve/disapprove all payments.
- SECTION 3. The Lodge may provide educational scholarships to members or their children, foster children, grandchildren, or other children for whom the member provides substantial support. No scholarship for any individual may exceed One Thousand Dollars (\$1,000.00). The Noble Grand may appoint a committee to screen, investigate, establish criteria, and recommend the amount and method of payment of the scholarship(s). The Lodge must approve/disapprove all payments.

SECTION 4. All Lodges are required to provide insurance on property they own. Insurance coverage (not limited to fire, liability protection, and protection for the Lodge’s Officers and Directors) and all insurance policies that the Lodge acquires shall have Grand Lodge of California I.O.O.F. listed as additional insured.

SECTION 5. If allowed by the Sovereign Grand Lodge, the membership of the Davis Odd Fellows Lodge may vote, by majority vote, to consolidate and unify as one Lodge with Davis Rebekah Lodge Number 253, subject to affirmative vote by Davis Rebekah Lodge Number 253, and the approval of the Grand Lodge of California and the Rebekah Assembly.

Date of first reading: May 9, 2009

Date of second reading: May 27, 2009

Date of third reading/vote: June 13, 2009

Number of members present and voting: 35

Number voting for adoption: 35

Attest: _____
Renée Liston (Recording Secretary)

Davis Odd Fellows Lodge Committee on By-laws:

Jonathan Raven (Chair)

Ashley Hamidi

Robert Schelen

Matt Bishop

Renée Liston

Date Approved by the Grand Lodge of California: _____

Attest: _____
For the Grand Lodge of California
Committee on By-Laws