

# **15th District Masonic Calendar/Directory Bylaws**

**The Purpose of the Masonic Directory is solely to raise money for Hospice.**

1. The current 15th District Deputy Grand Master and the 15th District Square & Compass Club have the overall responsibility for the "15th District Masonic Directory Program." An Oversight Committee consisting of the District Deputy, President, Vice President, and Secretary will audit and provide guidance to the Directory program.
2. The Directory Administrator will be responsible for implementing the Program. His responsibilities shall include:
  - A) Keeping a complete record of all donations for advertisements;
  - B) Obtaining Lodge information to be printed in the Directory;
  - C) Preparing the Directory for printing and having it printed; and,
  - D) Receiving, Depositing, Record keeping of all money received.
3. The Administrator will in all cases be properly nominated and elected by a majority of the Association present.
4. The Administrator will be compensated \$200.00 per year for the completion of his duties which will be presented to him at the first meeting of the Calendar/Directory year.
5. The District will begin accepting donations for advertisements for the following years' Directory on July 1st of the preceding year.
6. Caution shall be made that no donations are accepted for advertisements from any person or business that would disagree with the moral teachings of Masonry. The Oversight Committee shall have the final responsibility of making these determinations and to assure that no advertisement would bring disrepute to Masonry.
7. Individuals securing a donation for an advertisement will have the exclusive rights to that same person/company the following year until October 1st. After October 1st, anyone may accept the donation for an advertisement from that person/company.

8. The minimum donation for directory ads will be as follows with **NO** bartering of ad(s) without the documented consent of the Oversight Committee:
  - A) The minimum donation for both pages at the centerfold will be \$200 each;
  - B) The minimum donation for pages at the front cover-inside and back cover-inside will be \$200 each;
  - C) The minimum donation for the directory back cover will be \$250;
  - D) The minimum donation for directory full page ads not previously described will be \$100 each;
  - E) The minimum donation for partial page ads will be:
    - 1/2 page ad - \$60;
    - 1/4 page ad - \$35.
9. The individual accepting the donation for an ad will perform the following when doing so:
  - A) Ensure that all business cards, pictures, or other material used in creating the ad are clean and in good condition. If any hand written notes or corrections are made on the material, or if they appear dirty or damaged, obtain a clean second card or clean such material before completing the ad collection. The material is to be paper clipped to the Ad Form and **NOT STAPLED**.
  - B) The Ad Form will be filled out completely by the collector.
  - C) The bottom of the Ad Form will be removed and given to the contributor as a receipt.
  - D) The donation will be collected. If by check (preferred), it is to be made out to the "15th District Square & Compass Club." (Donation is preferred by check to prevent issuing check(s) on Lodge accounts. Donation should not go through the Lodge books to prevent undue entry of income to the Lodge.)
  - E) The Ad Form and donation will be turned over to the Collector's Lodge Secretary.
  - F) The Lodge Secretary will record the appropriate information (i.e., incorporate in a cover letter and keep a copy).
  - G) Periodically, or no later than by the end of each month, the Lodge Secretary will forward to the Program Administrator all the Ad Form(s) and check(s) for all the donation(s) received for that month.
  - H) If there are checks from the Lodges, they are to be made out to the "15th District Square & Compass Club." (i.e., if ad donations are made in cash, however; see Item D. above.)
  - I) The Program Administrator will deposit the check(s) in the 15<sup>th</sup> District Square & Compass Club account.
10. All ads are to be submitted to the Administrator no later than December 1st.

11. Each Lodge Secretary must have their Lodge Officer information turned in to the Administrator by December 15th in order for it to be included in the Directory. The Lodge information shall be free (one full page free; additional space will require the minimum donation amount for the desired pages) to the Lodge and include:
  - A) Lodge Name and Number;
  - B) Lodge Location;
  - C) Regular Communication Meeting time and day; and,
  - D) Officers: Name, Address, Telephone Numbers and e-mail address.
12. Other free information may be included in the Directory as deemed appropriate by the Administrator. Examples are:
  - A) List of Brethren who can perform Lectures;
  - B) List of Brethren who can confer the Masonic Rites Service;
  - C) List of Brethren who can usually attend funerals;
  - D) List of individuals who make donations (at their discretion).
  - E) A page for the DDGM's remarks or comments.
13. The Directory will be published and distributed as soon as practical after the first of the year.
14. The Directory distribution will be as follows:
  - A) Each advertisement contributor will receive, at their discretion, one free copy of the Directory;
  - B) Each person who collects for an ad(s) will receive one free copy of the Directory;
  - C) The DDGM will receive 6 free books to distribute to the elected Grand Lodge officers;
  - D) Each Lodge will determine the number of additional books they want for their members and inform the Program Administrator before the printing begins (which will typically occur around December 16) These books will each require a minimum donation which will be determined prior to printing each year;
  - E) All other books will be obtained by a minimum donation in the amount described in 14. D above.
15. All profits from this program will be presented to Hospice at the District Instructional Meeting, as determined by the majority of Association present at the final meeting of the preceding year or, if circumstances arise which interferes with this schedule, at a time and place as determined by the DDGM.
16. An audit by the Oversight Committee will be performed on the Administrator's records prior to the first meeting of the year.

17. All revisions to these Bylaws must be approved by the 15th District Officers Association as follows:
- A) Proposed revision shall be presented in writing at a scheduled Association meeting;
  - B) Tabled until the next scheduled meeting;
  - C) Discussed and voted on at the meeting in "B" above;
  - D) Adoption requires a majority vote from the Association present.
18. In case(s) of an immediate decision(s) being required before the next scheduled Association meeting, the Oversight Committee will be responsible to give direction(s) to the Administrator. In all cases, decisions will be brought before the Association for concurrence or change of direction at the next scheduled meeting.