



CONSTITUTION

and

BY-LAWS

The Fort Worth Masonic Service Bureau, Inc.
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Table of Contents

CONSTITUTION

Article I	1
Organization Name	1
Article II	1
Objectives and Purposes	1
Article III	2
Membership	2
Article IV	2
Officers	2
Article V	3
Executive Committee	3
Article VI	4
Finance Committee	4
Article VII	4
Revenue	4
Article VIII	5
Amendments	5

BY-LAWS

Article I	6
Meetings	6
Article II	6
Duties of Officers	6
Article III	8
Miscellaneous	8
Article IV	9
Amendments	9
Past Presidents	11

FORT WORTH MASONIC SERVICE BUREAU

The Purposes and objectives of the
Fort Worth Masonic Service Bureau are:

- 1) To render financial or other relief to distressed worthy Masons, their widows and orphans, who are not affiliated with any of the member organizations of the Bureau, but who are sojourning in our midst, agreeable to the laws of the Grand Lodge of Texas, the rules of the Bureau, and Masonic principals.
- 2) To exercise the privilege of Masonic Charity and Brotherly love by providing Masonic ceremonies, if requested, at the burial in Tarrant County of deceased Master Masons in good standing.
- 3) To endeavor to find suitable employment for any and all worthy Masons and their families.
- 4) To guard the fraternity against imposters.

The Forth Worth Masonic Service Bureau consists of all Masonic Lodge and appendant bodies which are eligible for membership in this bureau.

CONSTITUTION

Fort Worth Masonic Service Bureau, Inc.

Article I

Organization Name

The name of this organization shall be the Fort Worth Masonic Service Bureau, Inc. It will be hereafter termed the "Bureau."

Article II

Objectives and Purposes

The Objectives and Purposes of the Bureau shall be as follows:

- A. To render financial or other relief to distressed worthy Masons, their widows and orphans, who are not affiliated with any of the member organizations of the Bureau, but who are sojourning in our midst, agreeable to the laws of the Grand Lodge of Texas, the rules of the Bureau, and Masonic principals.
- B. To exercise the privilege of Masonic Charity and Brotherly love by assisting with Masonic ceremonies, if requested, at the burial in Tarrant County of deceased Master Masons in good standing.
- C. To endeavor to find suitable employment for any and all worthy Masons and their families.
- D. To guard the Fraternity from imposters.

Article III

Membership

- A. Membership is open to all Tarrant County Lodges of Ancient Free and Accepted Masons and appendant bodies.
- B. Membership is obtained by making contributions to the Bureau as set forth in Article VII of this Constitution (and any amendments thereto).
- C. One representative of each body, and the Past Presidents shall constitute the Board of Directors of the Bureau.
- D. For the purpose of voting, only members of the Bureau, as outlined in Article III(A) of the Constitution are entitled to vote. No members shall have more than one vote.

Article IV

Officers

- A. The Officers of the Bureau shall be the President, First Vice President, Second Vice President, Treasurer, Secretary and Chaplain. The Officers of the Bureau must be Master Masons in good standing.
- B. The President, First Vice President and Second Vice President shall be elected from the membership of the Bureau.
- C. *The Treasurer:
 - 1. Shall be appointed by a majority vote of the representatives of the Bureau.
 - 2. Shall hold office at the will and pleasure of the representatives of the Bureau.
 - 3. Shall be a member in good standing of a member organization of the Bureau.
- D. The Secretary:
 - 1. Shall be appointed by a majority vote of the representatives of the Bureau.
 - 2. Shall hold office at the will and pleasure of the representatives of the Bureau.
 - 3. Shall be a member in good standing of a member organization of the Bureau.

- E. The Chaplain:
 - 1. Shall be appointed by a majority vote of the representatives of the Bureau.
 - 2. Shall hold office at the will and pleasure of the representatives of the Bureau.
 - 3. Shall be a member in good standing of a member organization of the Bureau.
- F. Elective Officers shall be regularly nominated, elected and installed at the annual July meeting of the Bureau. A majority of votes cast, must be in favor of the nominee for each office before he be declared elected.
- G. Any vacancy occurring in the office of President, First Vice President or Second Vice President shall be filled on an interim basis by a past president with a vote of the members as outlined in Article VIII and shall hold that office until the annual meeting in July at which time he may make himself available for Second Vice President if interested.

Article V

Executive Committee

- A. The President, First Vice President and Second Vice President shall compose the Executive Committee of the Bureau.
- B. The business affairs of the Bureau shall be administered by the Executive Committee during the interim between stated meetings.
- C. Two members of the Executive Committee shall constitute a quorum for the transaction of business.
- D. All actions of the Executive Committee shall be approved by the representatives at the next stated meeting.

Article VI

Finance Committee

- A. There shall be a Finance Committee consisting of three members from the representatives of this Bureau.
- B. No member shall succeed himself on this committee.
- C. The President shall appoint a new member of this committee at the beginning of his term and fill any vacancies that might occur.
- D. The duty of the committee is as follows:
 - 1. To audit the books of the Secretary and Treasurer and report their findings at the September stated meeting, or cause the same to be done.

Article VII

Revenue

- A. Current revenue of the Bureau is derived from the membership on the following basis for an annual period from July 1 through June 30 next.

<p>ANNUAL PER CAPITA</p>

<p><i>Masonic Lodges..... \$.48 per member</i></p> <p><i>Appendant Bodies \$.24 per member</i></p> <p><i>Not to exceed \$480 annually</i></p>

- B. Contributions are payable upon receipt of donation request, and can be made annually or upon notification to the Secretary can be made monthly, quarterly, or semi-annually.
- C. Contributions can only be waived by a majority of the representatives of this Bureau.

- D. Changes in the contribution structure shall be made in accordance with Article III(D), except that the member organizations shall be notified that there is a pending resolution affecting the structure of the contributions to be voted at the succeeding stated meeting.

Article VIII

Amendments

- A. This constitution may be changed or amended upon affirmative vote of three-fourths of the representatives present.
- B. Any proposed change or amendment shall be presented in writing at (one) stated meeting and layover until the next stated meeting before final action is taken.

BY-LAWS

Fort Worth Masonic Service Bureau, Inc.

Article I

Meetings

- A. Stated meetings for the business of the Bureau shall be held on the second Wednesday of each month at such time and place as may be determined by the President.
- B. The annual meeting shall be held on the second Wednesday of July of each year at such time and place as may be determined by the incoming President.
- C. Special meetings for any purpose may be ordered by the President, or in his absence, the First Vice President, and in the absence of both, the Second Vice President.
- D. Ten members including the President, or First Vice President, or Second Vice President shall constitute a quorum for the transaction of business by the Bureau.

Article II

Duties of Officers

- A. The President
 - 1. Shall preside at all of the meetings of the Bureau and of the Executive Committee.
 - 2. Shall appoint all committees not provided for in these by-laws.
- B. The First Vice President
 - 1. In the absence of the President, shall preside and otherwise assume the duties of the President.

2. Shall be in charge of providing the program which shall be approved by the President for each stated meeting.

C. The Second Vice President

1. In the absence of the President and First Vice President, shall preside and otherwise assume the duties of the President.
2. Be in charge of the introductions for each stated meeting.

D. The Treasurer

Shall report on the financial condition of the Bureau at each stated meeting, and shall permit his books to be audited or examined at any time deemed advisable by the Executive Committee or a majority vote of the representatives at any stated meeting.

E. The Secretary

1. It shall be the duty of the secretary to keep a correct record of all meetings of the Bureau and all meetings of the Executive Committee.
2. Shall make a monthly report to the representatives of the Bureau on the work performed and progress attained by the Bureau.
3. Shall collect all monies due from the membership and other indebtedness to the Bureau, deposit all funds in such depository as shall be designated by the Executive Committee and furnish the Treasurer a copy of such deposits.
4. Endeavor to find employment for all worthy Masons, their widows, orphans and other members of their family who present themselves to him with a request for assistance.
5. Shall investigate all applicants for assistance and make recommendations to the Executive Committee at the earliest possible moment.
6. Prepare vouchers, and/or checks for payment of current bills and relief upon approval of the Executive Committee and a majority vote of the representatives.

Article III

Miscellaneous

A. Audit.

There shall be an annual audit of the books and records of the Treasurer and Secretary for the period of July 1 of the previous year and ending July 30 of the current year. Such audit may be conducted by a certified public accountant or a committee appointed by the incoming president.

B. Closing books.

The Treasurer and Secretary shall close their books at the end of the month. The Treasurer's report should reflect the statement nearest the end of the month.

C. Indebtedness.

No indebtedness, other than current expenses, shall be incurred without the approval of a majority of the representatives of the Bureau.

D. Disbursements.

1. Disbursements of the funds of the Bureau shall be by duplicate checks. The Secretary will complete the check and sign his name directly below the normal signature position and indicate in the "Memo" section what the check is for. The check will then be signed by the Treasurer in the usual signature place. In the absence of the Secretary or Treasurer, the President, or the First Vice President will sign the checks as indicated above.
2. At the beginning of each fiscal year following the election of officers, a "signature card" will be executed with the signatures of the President, First Vice President, Treasurer and Secretary, and delivered to the bank.

E. Petty Cash.

An amount, not to exceed \$50.00 (fifty dollars) shall be allowed the secretary for immediate payment of bills, and financial assistance to worthy and approved sojourners. Vouchers shall be written and checks drawn at required intervals to replace the same, subject to necessary receipts presented to the secretary accounting for such disbursement.

F. Burial.

Burial of deceased sojourning brethren should be conducted under the auspices and direction of the Bureau, unless otherwise requested.

G. Burial Plots.

Due to the generosity of Moore Funeral Home, Mount Olivet Chapel, Greenwood Funeral Home, and Laurel Land Funeral Home; the Bureau holds access to several burial plots and are governed by the following:

1. The President will have final say as to the use of any burial plots which have been donated to the Bureau.
2. No burial plot will be traded, swapped, bartered, or sold.
3. The Secretary will be notified before any burial plot is assigned.
4. Burial plots will be used for Brothers in dire circumstances or sojourning Brothers without family.
5. The Brother's family will be responsible for all costs of the funeral.
6. The Bureau will not be responsible for opening and/or closing the grave, or any costs associated with the funeral.
7. Any deviation as to whom may be buried, is within the Bureau's prerogative to determine, after which the Executive Board may approve.
8. There will be no charge for the burial services provided by ~~from~~ the Bureau. However, it would be acceptable if anyone wishes to make a donation to the Bureau on behalf of the deceased Brother.

H. Assistance.

The Bureau shall be of assistance when requested to do so by members of the Bureau in ascertaining whether a Brother is a Mason in good standing.

Article IV

Amendments

These By-Laws may be amended in the manner prescribed in Article VIII of the Constitution of the Bureau.

These By-Laws were adopted as amended at the Stated meeting held on January 10, 1990.

These By-Laws were adopted as amended at the Stated meeting held on September 10, 1997.

These By-Laws were adopted as amended at the Stated meeting held on August 13, 2014.

These By-Laws were adopted as amended at the Stated meeting held on February 10, 2016.

Past Presidents

Robert A. Burns	1968	Kirby Rudisill	1997
Robert E. Elmore.....	1969	Billy R. Campbell.....	1998
V.O. Campbell	1974	Pat Musick.....	1999
John Henry "Jack" Jeter	1977	Clair Billington	2000
Eldon Brooks	1978	Richard Jernigan	2001
O.L. Davis	1979	Ron Deshong	2002
Gerald Hollingsworth	1980	Jerry Taylor	2003
Lewis Rives	1982	Tom Hancock.....	2004
Paul McCament	1984	Ray M. Lewis	2005
Gene Deavers.....	1985	James D. Kirkpatrick.....	2006
Robert Tidwell.....	1986	Harlan Metts	2007
Russell Mauldin	1987	Ernest Runyon	2008
Leslie L. Coone	1989	Roy Dean Foster	2009
Gary Kaftan.....	1991	Ed Hjorth	2010
Jimmy Henley	1992	Rick Montey.....	2011
Clint Stark.....	1993	Bruce Hammond	2012
Robert Merrill.....	1994	Robert Goode	2013
Don Cowly.....	1995	Jay King.....	2014
F. Red Kuhlman	1996		