

**By-Laws of the Scottish Rite Bodies, Valley of Alexandria, Orient of Virginia
As Approved 2010-5-14; as Amended 2013-03-08; 2013-13-12; 2014-10-10;
2015-06-12; 2016-02-12.**

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ARTICLE I – GENERAL

SECTION 1: The Bodies

The four Bodies of the Valley of Alexandria, Orient of Virginia, are:

Alexandria Lodge of Perfection 4^o - 14^o, inclusive
Alexandria Chapter Rose Croix 15^o - 18^o, inclusive
Alexandria Council Knights Kadosh 19^o - 30^o, inclusive
Alexandria Consistory Knights Kadosh 31^o - 32^o, inclusive

SECTION 2: Meetings

The Stated meetings of all four Bodies will be on the second Friday of the months as indicated in this section; the opening body shall convene at 7:30 P.M. Stated meetings of the Alexandria Lodge of Perfection shall be held each month. Stated meetings of the Alexandria Chapter Rose Croix shall be held in February, March, July, and November. Stated meetings of the Alexandria Council Knights Kadosh shall be held in February, April, July, and November. Stated meetings of the Alexandria Consistory Knights Kadosh shall in April, August, October, and December.

Special meetings may be called for the transaction of specific business by the Venerable Master for the Lodge, the Wise Master for the Chapter, the Commander for the Council, and the Master of Kadosh for the Consistory. In the absence or inability to serve of any of these officers, the number two officer of the Body, and in his absence or inability to serve, the number three officer of the Body may call a special meeting. Notice of a special meeting shall be mailed or e-mailed to each member fifteen days in advance of the meeting, unless a majority attending a Stated Meeting votes otherwise when time does not permit written notice to be given.

The highest Body opening the Valley meeting uses the long form or short form to open and close; the other Bodies may open and close by proclamation.

SECTION 3: Reunions:

Following consultation with the presiding officers of the four Bodies, the Personal Representative shall appoint a Director of Work who shall supervise the presentation of all the degrees conferred by the Alexandria Scottish Rite Bodies. The Director of Work shall plan and supervise reunions, and subject to the approval of the presiding officers of the four Bodies, shall appoint Assistant Directors of Work.

Times, duration, and programs shall be determined by the presiding officers of the Bodies, with the concurrence of the Personal Representative and the approval of the Sovereign Grand Inspector General or Deputy of the Supreme Council.

ARTICLE II – ELECTED AND APPOINTED OFFICERS

SECTION 1: Elected Officers

LODGE: Venerable Master

Senior Warden
Junior Warden
Orator
Almoner

CHAPTER: Wise Master

Senior Warden
Junior Warden
Orator
Almoner

COUNCIL: Commander

1st Lieutenant Commander
2nd Lieutenant Commander
Chancellor
Orator
Almoner

CONSISTORY: Master of Kadosh

Prior
Preceptor
Chancellor
Minister of State
Almoner

SECTION 2: Appointed Officers

LODGE: Prelate

Associate Prelate
Organist
Master of Ceremonies
Expert
Assistant Expert
Captain of the Host
Tiler

CHAPTER: Master of Ceremonies

Expert
Assistant Expert
Standard Bearer
Guardian of the Temple
Tiler

COUNCIL: Master of Ceremonies

Turcopolier
Draper
First Deacon
Second Deacon
Bearer of Beausant
Bearer of White Standard
Bearer of Black Standard
Lieutenant of the Guard
Tiler

CONSISTORY: Master of Ceremonies

Expert
Assistant Expert
Captain of the Guard
Tiler

SECTION 3: Elections

The officers of the Chapter and Council will be elected or appointed at the Stated Meeting in November; the officers of the Lodge and Consistory will be elected or appointed at the Stated Meeting in December. Vacancies shall be filled in accordance with the Statutes of the Supreme Council. The officers of all four Bodies will be jointly installed in January.

SECTION 4: SGIG Appointments

The Sovereign Grand Inspector General/Deputy of Virginia will appoint the Personal Representative, General Secretary, the Assistant Secretary, the Treasurer and Assistant Treasurer of all Bodies of the Alexandria Scottish Rite.

ARTICLE III – OFFICERS AND TRUSTEES

SECTION 1: Duties of the Officers

The presiding officers of the four co-ordinate Bodies are vested with the authority to govern their respective Bodies under the overall guidance or coordination with the Sovereign Grand Inspector General or Deputy's Personal Representative in the Valley to ensure consistence with Supreme Council Statutes, Orient policy, and these By-Laws. The duties of the officers of each Body shall be such as are prescribed in the Supreme Council's installation ceremony.

SECTION 2: Duties of the Almoner

The Almoner shall have custody of the Almoner's Fund. Receipts by means of the Box of Fraternal Assistance, which shall be presented at each Stated Meeting, and other contributions, shall be turned over to the Almoner. Almoner's Funds shall be verified, dispensed, and accounted for, in accordance with the ancient charges and in accordance with the Statutes of the Supreme Council.

SECTION 3: Duties of the General Secretary

The Secretary shall accurately record the proceedings of the Lodge, receive and account for all monies of the Alexandria Scottish Rite Bodies. He shall conduct the correspondence

of the Valley, collect the dues and fees, make all returns and reports as required by the Supreme Council, have charge of the seal, ritual, and records, provide general supervision of the temple and its usage, and perform such other duties as pertain to his office. He shall close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records. At the termination of his tenure, and after a complete audit by an outside firm, he shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

SECTION 4: Duties of the Treasurer

The Treasurer shall be the custodian of all funds, other than the Almoner's Fund and moneys in the hands of the Trustees. He shall receive all funds for the four Bodies from the Secretary, keep an accurate accounting of them, and pay them out only in accordance with these By-Laws or by majority vote of the Lodge, report at each Stated Meeting the financial transactions of the Valley for the preceding period; and shall close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records. At the termination of his tenure, and after a complete audit by an outside firm, he shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

SECTION 5: Duties and Election of the Trustees

A Board of Trustees consisting of five members shall hold legal title to all real and personal property of the Valley. The Board shall have custody of Valley funds available for investment in the best interests of the Valley and in conformity with legal statutes and the Statutes of the Supreme Council. These funds include the Permanent/Building Fund, The Bayliss Education Trust Fund, The Glass Education Trust Fund, and the Life Membership Trust Fund. The Trustees shall make recommendations to the Executive Council concerning insurance coverage; building maintenance and repairs; alterations or additions; and policies, rules, and regulations for the use of the building. An interim report on the status of the funds in their charge shall be reported to the membership at the July Stated Meeting, and a final yearly report presented to the membership at the January Stated Meeting. The trustees shall be elected at the January meeting to a staggered three-year term – two elected in year one, one elected in year two, and two elected in year three. No trustee shall be eligible for re-election to three consecutive three year terms, and no member may be a Trustee if he is an elected officer in one of the four Bodies. The Board of Trustees shall meet at least twice a year and annually elect a chairman. All actions of the Board of Trustees shall require a majority vote of the Board.

ARTICLE IV – FEES, DUES, AND FINANCIAL

SECTION 1: Fees and Dues

The fees and dues for the degrees in the Scottish Rite Bodies of Alexandria, Virginia, shall be:

Fees

Lodge of Perfection 14°	\$ 90.00
Chapter Rose Croix 18°	\$ 45.00
Council Knights Kadosh 30°	\$ 45.00
Consistory 32°	\$ 45.00
Total	\$225.00

The total fee for petitioners under the age of 31 shall be \$175.00.

Annual Dues

Lodge of Perfection 14°	\$62.00
Chapter Rose Croix 18°	\$10.00
Council Knights Kadosh 30°	\$10.00
Consistory 32°	\$10.00
Total	\$92.00 Plus Supreme Council and Orient Per Capita Assessments rounded up to the next whole dollar.

SECTION 2: Non-Payment of Dues

Suspensions for non-payment of dues and restoration to membership shall be as per the Statutes of the Supreme Council.

SECTION 3: 50-Year Members

Any member of one or more of the four Bodies in the Valley of Alexandria, who shall be certified by the Supreme Council as a 50-year member, shall be presented with a Supreme Council certificate and lapel emblem, and shall be exempt from Lodge dues, but liable for Supreme Council dues.

SECTION 4: Fiscal Agent

The Lodge of Perfection shall act as the financial agent for the Alexandria Scottish Rite Bodies, and manage and control all the funds of the Valley.

SECTION 5: Financial Controls

Documents for the disbursement of Valley funds shall be signed by any two of the following officers: Secretary, Treasurer, Assistant Secretary, or Assistant Treasurer.

SECTION 6: Fidelity Bond

All officers who may be involved in the receipt or disbursement of Valley funds, including the Almoner and the Trustees, shall be covered by a blanket fidelity bond carried by the Supreme Council. The Secretary shall be responsible that such a blanket bond is kept in force.

SECTION 7: Insurance

Liability and property loss insurance as recommended by the Supreme Council is to be maintained. The Secretary shall be responsible that such insurance is kept in force.

SECTION 8: Permanent Building Fund

The Funds now held in the Permanent/Building Fund constitute the capital budget of the Valley. At the end of each fiscal year, the Budget and Finance Committee shall determine if additional funds can be added to the capital budget. Permanent/Building Fund interest and dividends shall be transferred by the Trustees through the Secretary and Treasurer to the General Fund of the Lodge of Perfection, as determined by the Budget and Finance Committee. No portion of the principal of this Fund shall be used for current expenses or transferred from the Fund through the Secretary and Treasurer to the General Fund of the Lodge of Perfection, except upon resolution signed by two members and read at a Stated

Meeting, notice provided to the membership and approval by a majority vote of the members at the next Stated Meeting.

ARTICLE V – LIFE MEMBERSHIP

Effective 1 January 2017, the purchase price (fee) for a Life Membership shall be twenty-five (25) times the current year's dues. Dues include Valley dues and all assessments.

Such fees may be paid in installments until payment in full is made. All payments become the property of the Alexandria Scottish Rite Bodies when received and confer no privileges or benefits until payment in full is received. The amount required for a Life Membership shall be calculated on the amount that is twenty-five times the current year's dues at the time of the last installment.

The purchase of a Life Membership guarantees only that the member shall be a member in good standing in the Bodies of which he is a member during his life, or membership. Upon death or loss of membership, all right, title, and interest in the fund shall cease.

The "Life Membership Trust Fund (Fund)" may receive gifts, donations, bequests, proceeds of fund-raising activities, and, transfers from General Funds as may be designated by the Alexandria Scottish Rite Bodies.

The monies in or transferred to the Fund shall be invested in such securities as are recognized by law as legal investments for Trust Funds, as directed by the Executive Council with the guidance of the Valley Finance and Budget Committee.

The gains on the sale of the investments shall be retained and re-invested in the Fund; interest and dividends from the Fund shall be paid through the Secretary and the Treasurer into the Operating Account.

There shall be a one-third reduction in the Life Membership fee of twenty five times annual dues, for members who are over seventy-five years of age.

A Life Membership may be purchased by any person on behalf of a member.

A Memorial Life Membership may be purchased in honor of the memory of any deceased Scottish Rite member who was in good standing at the time of his death.

The fee for a Memorial Life Membership shall be Three-Hundred Dollars (\$300.00).

ARTICLE VI – COMMITTEES

SECTION 1: Committees of the Bodies

The head of each Body shall appoint such committees as he deems necessary for the work of that Body.

SECTION 2: Standing Committees

The Personal Representative in Alexandria shall appoint the Chairman, and in consultation with the Chairman, the members of the standing committees of the Valley, except as provided below. The Personal Representative shall be an ex-officio member of these committees, and may convene any committee when necessary.

The standing committees are:

1. The Audit Committee consisting of a Chairman and at least three members. It shall annually engage the services of an independent certified public accountant for the purpose of auditing all books and accounts of the Valley, Board of Trustees, and Almoner. All other accounts belonging to or originating in the Alexandria Scottish Rite Bodies shall be audited internally under the direction of the Audit Committee. The Committee shall present the written audit report, and such other reports made by the accountants, to the Lodge at the February Stated Meeting. The fiscal year for all funds and accounts of the Bodies shall be from January 1st through December 31st. The Budget and Finance Committee consisting of a Chairman, the Secretary, Assistant Secretary, the Treasurer, and three members. The heads and number two officers of each Body shall be ex-officio members of the Committee.

a. It shall identify mid-term (3 yr.) and long term (4-8 yr.) financial goals and strategies; monitor implementation of the current year budget; and prepare the Valley budget for the next year – consulting with the Trustees, senior officers of the four Bodies, the Director of Work, and such Committee Chairmen and others who may require funds for their assigned activities for the ensuing year. The Budget for the ensuing year shall be presented for information at the October meeting, and for approval at the November meeting. A majority vote is necessary for approval.

b. It shall make recommendations to the Lodge of Perfection as to the officers entitled to a salary and the amount of salary and benefits, and similar recommendations concerning employees required for the operation of the Valley. Such salaries and benefits shall be approved by a majority vote of the Lodge of Perfection.

c. It shall be responsible for assessing the adequacy of the Trustees funds, including the Permanent/Building Fund, and other funds to assist with the operating and capital budget; for recommending an investment strategy and spending plan to conserve and grow the funds needed for the operating and capital budget; for setting fund-raising goals; and for recommending changes to dues and fees.

2. The Education and Americanism Committee consisting of a Chairman and 6 members. It shall develop training programs; assist the four Bodies in developing and coordinating meeting programs, and support community outreach programs in furtherance of Valley education and Americanism objectives.

3. The Library Committee consisting of a Chairman and 3 members. It shall provide the Alexandria Scottish Rite with a first-class library that will support the Masonic Education of its members, provide resources for Masonic research, and become a focal point for Masonic discussion.

5. The Member Retention Committee shall consist of a Chairman and at least three members. It shall maintain contact with inactive members and seek to get them to re-engage with the Valley.

Tasks:

1. The Committee, working with the Secretary, shall call each Brother who is behind in his dues and at risk of being suspended for non-payment of dues (NPD), who has already been suspended NPD, or has demitted to determine the reason(s), to determine if he needs assistance, and to see if he can be persuaded to remain or become an active, dues paying member.

2. In the context of these calls, to the extent feasible, solicit from each Brother comments about his Alexandria Scottish Rite experience and suggestions as to how his Scottish Rite membership can be made more meaningful.
3. In the context of these calls, to the extent feasible, ascertain details about the Brother's background and interests to identify roles and responsibilities within the Alexandria Scottish Rite that might be of interest to him.
4. Provide feedback and relevant information obtained through these calls to the Chairman of the Membership Development Committee to assist him in his efforts to promote member interest and foster increased participation in Valley activities.

6. The Membership Development Committee consisting of a Chairman and one member, and including as ex-officio members the Heads of the four Bodies, the Secretary, Assistant Secretary, the Director of Work, and the Personal Representative. It shall encourage membership growth through the use of the Alexandria Scottish Rite Lodge representatives; and increase member participation in Valley projects and activities by matching members to available jobs by through improved communication with members about available jobs, and enhanced training. Candidates for available positions would be referred to Degree Masters, Reunion Operations and Support leaders, Committee Chairs, and Heads of Bodies.

Tasks: The Committee shall:

1. Contribute to the growth of Valley membership by attracting new members through Alexandria Valley Representative assigned to each Masonic Lodge within the jurisdictional territory of the Alexandria Scottish Rite Valley.
 - a. Reaffirm current, or appoint new Scottish Rite Representatives and provide each with the appropriate resources, information, training, and assistance to ensure that an effective outreach program can be established and maintained in each Masonic Lodge in the area served by the Alexandria Valley.
 - b. Monitor, evaluate and improve the Scottish Rite Representative's performance in each Lodge through a combination of observation, reports, and results-based metrics.
2. Contribute to the strength of the Valley membership by increasing member participation in its activities. Promote member interest and foster increased participation in Valley activities using a combination of mentoring, direct communications, specific job participation requests, and increased training in roles and responsibilities of the Valley's many functional opportunities.
 - a. Facilitate Members' participation in Valley activities by providing central coordination functions for the satisfaction of standing and ad-hoc Committee personnel needs.

7. The Member Outreach Committee shall consist of a Chairman and at least three members. It shall develop programs and provide speakers who can present these programs at the various Lodges when invited to do so by the Worshipful Master with the objective of increasing understanding of the Scottish Rite and encouraging Brethren to join the Alexandria Valley.

Tasks: The Committee shall:

1. As a service to our Blue Lodges, develop a set of Masonic Education talks that can be given by Committee members or other Alexandria Brethren at stated meetings where the Worshipful Master may need an interesting program for the evening.
2. As a membership recruitment tool, develop a set of talks that can be given by Committee members or other Alexandria Brethren at Scottish Rite nights at the various Lodges that will inform the Brethren about the Rite and the Valley and explain the value and advantages of membership.
3. Develop a "Speakers Bureau" consisting of knowledgeable and articulate Valley Brethren who can make effective presentations and then speak with individual Lodge Brethren to encourage them to petition.
4. Work closely with the Membership Development Committee to encourage the Alexandria Scottish Rite representatives assigned to each Lodge to talk to the Senior Warden about the availability of Scottish Rite speakers to put on a program of Masonic education at stated meetings, and to attempt to schedule a Scottish Rite evening as a Lodge program the following year when he is Worshipful Master.
5. Schedule speakers to put on programs at the various Lodges.
8. The Philanthropic Committee consisting of a Chairman and 8 members, including a representative from each of the four Bodies. It shall increase the awareness of the Brethren about, and their involvement in, the various Scottish Rite philanthropic activities. It also shall promote public awareness of the philanthropic work of Scottish Rite Freemasonry, in coordination with the Public Relations Committee.
9. The Public Relations Committee consisting of a Chairman and 6 members, including a representative from each of the four Bodies. It shall increase awareness among the public and the Brethren of the work and value of Scottish Rite Freemasonry.

SECTION 3: Executive Council

The Personal Representative shall chair an Executive Council consisting of the presiding and number two officers of each Body, the Secretary, Assistant Secretary, Treasurer, and the Chairmen of such Committees as the Personal Representative may invite. The Executive Council shall meet bimonthly, or at the call of the Chair, to develop and coordinate policies and plans for the good of the Valley and to oversee progress in meeting the objectives in the Valley Strategic Plan.


ARTICLE VII – AMENDMENTS TO THE BY-LAWS

Proposals to amend these By-Laws shall be presented in writing and read at a Stated Meeting of the Valley. Such proposals shall be held over until the next Stated Meeting for action. Copies of proposed amendments shall be mailed or e-mailed to the membership at least fourteen days prior to the meeting at which action is to be taken. Upon the adoption by **two-thirds** of the members present at a Stated Meeting, and the approval of the Sovereign Grand Inspector General or Deputy for this jurisdiction, these By-Laws and any amendments thereto shall become effective immediately, and all previous By-Laws and/or standing resolutions shall become null and void as of such effective date. These By-Laws shall be modified or amended to conform to any modifications of or amendments to the Statutes of the Supreme Council when in conflict therewith.

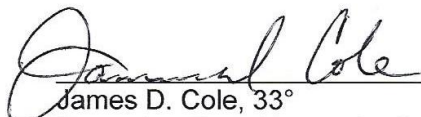
ARTICLE VIII – AUTHORITY OF SUBORDINATE BODIES

The Lodge, Chapter, Council, and Consistory, and the officers named herein act by the authority, and under the jurisdiction of, the Supreme Council, 33°, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, United States of America.

I certify that these changes to our By-laws were approved by two-thirds of the members present at a Stated Meeting of the Lodge of Perfection of this Valley and in accordance with our By-laws on February 12, 2016.


Insp.: Genl.: Hon.:
General Secretary

APPROVAL:


James D. Cole, 33°
Sovereign Grand Inspector General in Virginia

Date: March 26 2016