BY-LAWS

FOR

SUBORDINATE MASONIC LODGES

OF

SOUTH CAROLINA

Form approved by

GRAND LODGE

Edited and made to conform with all Amendments
to the Constitution and Code of the Grand Lodge
as of 2022

BY-LAWS OF

Hampton Lodge No. 204, A.F.M.

ARTICLE I.

This Lodge shall be known and designated as Hampton Lodge No. 204; located at 206 S McQueen St, Florence, South Carolina, County of Florence.

Article II.

COMMUNICATIONS

Sec. 1. That Stated Communications shall be held on first Monday of each month at 7:30 p.m.; except for the December Stated Communication, which shall be held on the first Monday at 5:30 p.m. Provided further, if a Stated Communication falls on a national holiday, the Lodge may elect to hold it on the Tuesday immediately following. Such action shall require due and timely notice to all members.

Sec. 2. During the months of July, August and September, the meetings may be suspended by special action of the Lodge.

Sec. 3. Extra Communications may be held at any time by order of the Master, at which nothing shall be done other than the business for which the Communication was called.

ARTICLE III.

ORDER OF BUSINESS.

The following shall be the order of business at stated Communications:

1. Reading recorded minutes for confirmation.
2. Receiving and referring petitions.
3. Reports of committees on petitions.
4. Balloting.
5. Unfinished business.
6. New business.
7. Work.
8. Reading rough minutes for correction.

The order of business may be changed, or temporarily dispensed with by the Master when the occasion requires it.

ARTICLE IV.

OFFICERS-ELECTIONS AND APPOINTMENTS.

Sec. 1. The officers shall be a Master, Senior and Junior Wardens, Treasurer, Secretary, Senior and Junior Deacons, two Stewards, Chaplain and Tiler.

Sec. 2. The first five officers shall be elected by ballot, and by a majority of the votes present, for twelve months, at the stated Communication either in November or December on or preceding the Festival of St. John, the Evangelist (December 27th), and shall be installed on or before the said Festival, on which Festival they shall assume the duties and prerogatives of their respective offices, but every officer shall hold his office until his successor shall have been Installed.

Sec. 3. On the night of election, the Worshipful Master elect shall appoint the Senior Deacon, Chaplain and the Tiler, the Senior Warden shall appoint the Junior Deacon, and the Junior Warden shall appoint the two Stewards.

Sec. 4. The Worshipful Master-elect shall also, on the night of election, appoint a committee of three to examine the Treasurer's and Secretary's books, who shall report at a stated Communication, prior to March 1st. A copy of the report shall be sent to the Grand Secretary immediately after it has been made to the Lodge, but not later than April 1st.

ARTICLE V.

DUTIES OF OFFICERS.

WORSHIPFUL MASTER.

Sec. 1. The Worshipful Master shall preside at all times, when present. He shall have charge of the Warrant of Constitution, Jewels and furniture. He shall see that the Rules and Regulations of the Grand Lodge of Ancient Free Masons of South Carolina, as well as the By-Laws of his Lodge, be strictly obeyed; that his officers perform their duties faithfully and that the Annual Returns be made and dues punctually paid to the Grand Lodge. He shall appoint all Committees, and be ex-officio Chairman of the same, when he shall think proper to attend. On all questions where the votes of the Lodge are equally divided, the Master shall be entitled to the casting vote, in addition to his vote as a member. There can be no appeal from the decision of the Master except to the Grand Lodge.

WARDENS.

Sec. 2. It shall be the duty of the Wardens to assist the Worshipful Master in the government of the Lodge, and in his absence to preside according to seniority, unless through courtesy, they relinquish the right of presiding to a Past Master present. In the event of a Memorial Service or Burial Service, a Past Master of the Lodge shall be empowered to convene the Lodge for this sole purpose.

TREASURER.

Sec. 3. The Treasurer shall keep an exact account of all the funds of the Lodge, and all scrip and certificates of the stock, and all titles of property belonging to the Lodge. He shall pay all orders signed by the Worshipful Master and countersigned by the Secretary, and those drawn on him by the Committee on Charity. He shall report the state of the funds at the Regular Communications in June and December in each year. He shall have, as an adjunct duty, to be a non-voting member of the Board of Trustees. He shall submit his books to inspection whenever required by the Worshipful Master, or the Lodge. He cannot be exempt from the payment of dues.

He shall give bond for the faithful performance of his duties in the sum of five-thousand dollars ($5,000.00).

SECRETARY.

Sec. 4. The Secretary shall issue all necessary summonses for stated Communications, and for extra Communications, when required by the presiding officer. He shall keep a record of all the proceedings of the Lodge, which maybe committed to paper, and insert the names of the members and visitors. He shall receive all moneys due the Lodge, and forthwith pay them over to the Treasurer, taking his receipt for the same, and report all members in arrears at the stated Communications in June and December. He shall make out the Annual Return to the Grand Lodge, agreeably to the form prescribed, and transmit the same to the Grand Lodge. He cannot be exempt from the payment of dues.

He shall give bond for the faithful performance of his duties in the sum of five-thousand dollars ($5,000.00).

DEACONS.

Sec. 5. The Senior and Junior Deacons shall perform all the duties appertaining to their respective offices, under the direction of the Master and Wardens.

STEWARDS.

Sec. 6. The Stewards shall, under the direction of the Junior Warden, prepare and superintend the Craft during the hours of refreshment. They shall also be entrusted with the preparation of candidates and the examination of visitors.

CHAPLAIN.

Sec. 7. The Chaplain shall lead in the devotions of the Lodge at all Communications and public ceremonies. The Holy Bible, the Great Light of Masonry, is entrusted to his care.

TILER.

Sec. 8. The Tiler must be a worthy Master Mason. It shall be his duty to serve all summonses delivered to him by the Secretary; to prepare the room for the Communication of

the Lodge, and carefully to collect and replace the Jewels and furniture after the Lodge if closed. He cannot be exempt from the payment of dues.

STANDING COMMITTEES.

Sec. 9. The Worshipful Master, Wardens, Treasurer and Secretary shall be the Standing Committee on the Funds, whose duty it shall be to make sale or commutation of stock, or other property of the Lodge, also to invest such cash as may be from time to time, in the hands of the Treasurer, and which they may be, directed to invest, in such stock or other property, and on such terms as may be determined on by a majority of the committee with the approval of the Lodge.

Sec. 10. A committee on Charity, consisting of the Worshipful Master, Wardens, Treasurer, and Secretary, to whom may be referred all Applications for Relief during the recess of the Lodge. The majority of the committee shall have power to draw on the Treasurer for an amount, not to exceed five-hundred dollars ($500.00).

Sec. 11. A Board of Trustees shall be formed to be composed of four Master Masons with the Worshipful Master as the fifth member. Except for the Worshipful Master, the members of the Board of Trustees shall be appointed by the Master, two each year whose terms of office shall be for a two-year period. The Board of Trustees shall meet regularly, but not less than once per quarter, they shall elect a chairman and secretary. Additional meetings may be called by the Chairman, when in his opinion a problem exists that needs to be corrected. The duties of the Board of Trustees shall consist of the keeping of the Temple building with the authority to make necessary emergency repairs when, in the opinion of the Chairman and the Master of the Lodge, delay would cause undue cost to the Lodge. It shall be the responsibility of the Board to ensure that necessary repairs, heat, air conditioning, lights, water, and other necessary conveniences are all properly functioning. The Chairman shall present all problems of a less than urgent nature to the Craft for approval before actions shall be taken. They shall, at all times, be governed by the will of the Lodge, and, in the absence of specific instructions, perform such other duties as are usual incumbent upon Trustees. The Chairman shall keep the Lodge informed of the meetings and action taken or recommended at each stated Communication.

ARTICLE VI.

CANDIDATES.

Sec. 1. Every candidate for initiation in the jurisdiction must be without maim or defect that may render him incapable of learning and demonstrating the moral teachings and the secret work and practices of Masonry. In the demonstration of secret work, artificial limbs may be used. Except for sight, speech and hearing, the foregoing listed qualifications may be waived on a specific case basis by the Grand Master upon written request of the Lodge. Such requests must describe the physical disabilities of the applicant. He must have resided in the state for twelve consecutive months immediately preceding his application, except for active-duty military, who must have resided in this state for six consecutive months, immediately preceding his application,

must be able to read and write; and must state on his petition whether or not he has been rejected by any regular Lodge of Ancient Free Masons; and must sign his name in full on his petition.

Sec. 2. All Petitions for Degrees or membership must be made in writing, at a stated Communication, recommended by two members, and enclosing not less than fifty dollars, upon which a committee of three shall be appointed to inquire into his qualifications, and to report at the next stated Communication.

Sec. 3. Should the report of the committee be favorable, he may be balloted for, and if unanimously elected, he shall receive the degrees conferred by the Lodge, on his paying the established fees; but should one dissenting ball appear, the ballot shall be repeated, and if one black ball shall then appear, the candidate shall be declared rejected. The rejected candidate shall again be balloted upon by the Lodge at its next regular communication upon the same petition and the same report of investigation, unless the candidate shall withdraw his petition. Provided further that anyone who has been twice rejected may not apply again for initiation, affiliation, reinstatement or advancement until six months shall have elapsed after such second rejection.

Sec. 4. The same principles and regulations as to petition, investigation and unanimous ballot shall govern the application of Brethren for membership.

Sec. 5. Should a candidate neglect to attend for initiation, passing or raising, at the end of three months, the money and his Petition shall be forfeited to the Lodge; and in the case of passing or raising, new ballot shall be ordered, if the Lodge desires.

Sec. 6. No candidate can receive a higher degree unless he is, before receiving it, unanimously elected thereto by the Lodge, nor until by open examination in the Lodge he shall have exhibited suitable proficiency in the preceding degrees to the satisfaction of the presiding officer.

Sec. 7. No higher degree can be conferred on any candidate at a less interval than one lunar month (28 days) from the time of his receiving the preceding degree, except by dispensation; and not more than five degrees can be conferred in one day except by dispensation.

Sec. 8. This Lodge shall not receive as a member any Brother who has been a member of another Lodge in this or any other jurisdiction unless he produces a Demit from the Master of such Lodge, counter-signed by the secretary, and showing that he has paid up his dues and is in good standing, or otherwise fully satisfy the Lodge that he has done so; or a certificate which is equivalent thereto for this purpose.

Sec. 9. No candidate can be initiated, passed or raised in this Lodge nor any Brother admitted a member hereof without the unanimous consent of all the members present. If there be but one black ball, the presiding officer shall order a second ballot, and if on that ballot one

black ball shall again appear, or if on the first ballot more than one black ball appears, the candidate shall be declared to be rejected.

Sec. 10. If any Brother shall disclose the rejection of a candidate in this Lodge to any person other than a Master Mason, he shall be deemed guilty of un-Masonic conduct, and be liable to be dealt with accordingly; and if a visiting Brother shall presume to make such disclosure, he shall thereafter be excluded from this Lodge, and his own Lodge shall be notified of the fact. Whenever a rejection shall occur, Section 102, Par 6 of the Code of the Grand Lodge shall be read.

ARTICLE VII.

FEES AND DUES.

Sec. 1. The fee for the degrees in this Lodge shall be two-hundred dollars, to be paid in money as follows:

Deposit, accompanying petition…… $50.00
For E.A. Degree…… $50.00
For F.C. Degree…… $50.00
For M.M. Degree…… $50.00

But the fees for ministers of God shall be zero dollars ($0.00), which several sums shall actually be paid at or before the time of receiving the petition, or the conferring of each degree. (But in no case shall the minimum fees charged be less than fifty-dollars ($50.00), except for ministers of God.)

Sec. 2. The fee for affiliation shall be fifty dollars ($50.00).

Sec. 3. Each member of this Lodge shall pay one hundred sixty dollars ($160.00) to the Secretary as dues, in accordance with Article 104 of the Constitution of the Grand Lodge, except for ministers of God who shall pay zero dollars ($0.00):

Provided further that should the Grand Lodge per capita be increased, the above Lodge dues shall increase by the same amount rounded up to the nearest five-dollar ($5.00) increment. The increase shall be effective commencing with dues for the year that the Grand Lodge increase is effective.

Sec. 4. Any member may become a Perpetual Life Member of the Lodge upon the submission and approval of all necessary documents and payment of the appropriate amount as prescribed by the Grand Lodge as provided in Section 15g of the Code.

Sec. 5. Any member of this Lodge, who has been in continuous, or accumulative membership for the period of 50 years or more, shall automatically become a Life Member and exempt from all further payment of dues.

Sec. 6. Dues for new members during the year shall be charged on a daily pro-rated basis.

ARTICLE VIII.

DEMIT/CERTIFICATE.

Any member desiring to withdraw from this Lodge shall give written notice through the Secretary, which shall be read at a stated Communication, when, if all arrears are paid, and there are no charges against him, he shall be eligible for a Demit/Certificate from this Lodge as provided by Section 148 of the Code.

ARTICLE IX.

DISCIPLINE.

All charges and trials in this Lodge shall conform to the provisions of Chapter XXII of the Constitution of the Most Worshipful Grand Lodge of Ancient Free Masons of South Carolina.

ARTICLE X.

RULES OF ORDER.

Sec. 1. When the presiding officer takes the chair, every officer and member shall immediately take his place, and observe strict order and decorum.

Sec. 2. No member shall speak until he first rises, and respectfully address the presiding officer; nor shall he speak more than twice on any subject, unless to explain, or by permission from the chair.

Sec. 3. All questions of order shall be decided by the presiding officer, without appeal to the Lodge.

Sec. 4. No motion shall be entertained until seconded, and no debate had thereon until it is stated by the presiding officer.

Sec. 5. When a question is under debate, no motion shall be received but to postpone, indefinitely or to a time certain, to refer, to substitute, or to amend, which motions shall always be in order, and shall take precedence in the order named.

Sec. 6. All questions before the Lodge, not otherwise particularly defined, shall be decided by a majority of the Lodge.

Sec. 7. No person shall be permitted to leave the room during the session of the Lodge, but by permission of the presiding officer.

Sec. 8. No officer shall leave his seat, except it be in the discharge of his official duties.

Sec. 9. No Brother shall move his place, nor shall any member or visitor be permitted to enter, at any time during the opening or closing of the Lodge, the reading of the minutes, at the time of preparing a candidate, or while conferring a degree, unless with permission of the chair.

Sec. 10. If any member or visitor shall be guilty of indecorum during the session of the Lodge, the Worshipful Master may at his discretion, reprimand or exclude him, for that Communication, from the Lodge.

Sec. 11. No member who owes the current year's dues shall be eligible for election to any office, or be allowed to vote at the election of officers.

Sec. 12. The Constitution of the Grand Lodge and he Landmarks of the Order, as set forth in the Ahiman Rezon of Brother Mackey, shall be the governing principle of this Lodge, and shall be referred to in all cases of doubt. In all decisions of the Lodge, appeals may be had to the Grand Lodge, but until the opinion of the latter is made known the decision of the former is held valid.

Sec. 13. These By-laws shall be read in open Lodge at least once in each year.

ARTICLE XI.

AMENDMENTS.

No additions, alterations or amendments can be made to these By-Laws, unless presented in writing and read at three stated Communications, and approved by three-fourths of the members present; nor can any such addition, alteration, or amendment become operative until approved by the Grand Lodge, or the Grand Master and attested by the Grand Secretary. (A sample form for amending the By-Laws of the Lodge can be found in the appendix of the Ahiman Rezon-Art.XI.)

This is to certify that the foregoing By-Laws were read at three stated Communications of the Lodge and adopted by a three-fourths vote of the members present at the Stated Communication held on the 7th day of July 2025.
Three original copies of these signed and sealed By-Laws must be submitted for the Grand Master's approval.

[Signed]
Daniel B. Hendrick
Worshipful Master

(Lodge Seal)

ATTEST:

[Signed]
R. Dustin James, GHist
Lodge Secretary

Approved by GM: July 17, 2025
(Date)

[Signed]
Thomas E. Watson
Grand Master

(Grand Lodge Seal)

ATTEST:

[Signed]
Gerald L. Carver, PGM
Grand Secretary