

MASONIC HIGHER EDUCATION BURSARY COMMITTEE

CONSTITUTION

I.1.K. ARTICLE 11 BOARDS AND COMMITTEES

5. Committees

- a. There shall be the following Committees of the Board of General Purposes:
 4. the Masonic Higher Education Bursary Committee.

REGULATIONS*

II.1.G.7- THE MASONIC HIGHER EDUCATION BURSARY COMMITTEE

- a. There shall be a Masonic Higher Education Bursary Committee which shall consist of six (6) members elected by Grand Lodge, with the Grand Master, the Deputy Grand Master and the Grand Secretary as ex officio members.
- b. In addition the Grand Master may appoint two (2) members for a period of one (1) year.
- c. Of the elected members two (2) shall be elected each year for a period of three (3) years. In the event of a vacancy, the Grand Master shall appoint a Member to fill the vacancy for the balance of the term of that elected member.
- d. The Committee shall elect a Chairman and a Vice Chairman from its members.
- e. The Committee shall meet at least three (3) times during the year, at the call of the Chairman. Four (4) members constitute a quorum of the Committee.
- f. A fund shall be established by the Grand Lodge to finance a bursary program, to be known as the Masonic Higher Education Bursary Fund. The Masonic Higher Education Bursary Fund shall consist of the following:
 1. contributions from the general membership, the Constituent Lodges, Concordant Bodies, and the general public;
 2. bequests from the general membership and the general public;
 3. such additional funds as may be voted by the Board of General Purposes, or Grand Lodge, from the General Fund and/or the Relief Fund, as may be required, to supplement the voluntary contributions received.
- g. In addition to the Masonic Higher Education Bursary Fund, the Committee shall be entitled to establish such other bursary funds in conjunction with other groups, organizations, individuals, on terms and conditions that are not inconsistent or do not conflict with these Regulations, the policies and guidelines established by the Committee from time to time, the Income Tax Act (Canada), the Department of Revenue regulations, and the overall objectives and purposes for which this Fund was established.
- h. Subject to **II.1.G.7.m. and n.** herein, the Committee shall be responsible for the overall administration and management of the Masonic Higher Education Bursary Fund and such other bursary funds established pursuant to these Regulations, including but not limited to:
 1. establishing necessary policies and guidelines including but not limited to the criteria for selection of the recipients, the establishment of the kinds, number and amounts, and the classes and types of bursaries established pursuant to these Regulations;
 2. the awarding and presentation of the bursaries established pursuant to these Regulations;
 3. taking steps to acquaint all members with the work of the Committee during the year;
 4. encouraging gifts to The Masonic Higher Education Bursary Fund; and
 5. reporting to the Board of General Purposes and to the Annual Communication.
 6. The Committee shall administer the awarding of the Grand Lodge Masonic Higher Education Bursaries, take steps to acquaint all members with the work of the Committee during the year, encourage gifts to the Fund, and report to the Annual Communication.
- i. The Committee may award any number of bursaries but shall not exceed, in aggregate, the finances available for the year.'
- j. Contributions to the Masonic Higher Education Bursary Fund and such other bursary funds established pursuant to these Regulations will be accepted in the form of contributions from members of the Fraternity, Concordant Masonic Bodies, as well as from the public at large. It shall be within the power and authority of the Committee to accept or reject contributions if such contributions have terms and conditions attached to them that are not inconsistent with or do not conflict with these Regulations, the policies and guidelines established by the Committee from time to time, the Income Tax Act (Canada), the Department of Revenue regulations, and the overall objectives and purposes for which The Masonic Higher Education Bursary Fund was established.
- k. All monies received on behalf of the Committee shall be deposited into a separate account or accounts in a chartered bank or other financial institution that is a member or is represented by a member of the Canadian Payments Association, in Calgary, Alberta. All cheques issued on the Masonic Higher Education Bursary Fund or such other bursary funds established pursuant to these Regulations must be signed by the signing officers of Grand Lodge.
- l. All funds belonging to The Masonic Higher Education Bursary Fund or such other bursary funds established pursuant to these Regulations, shall be invested by the Grand Lodge Finance Committee, in consultation with the Chairman of the Masonic Higher Education Bursary Committee, for the benefit of The Masonic Higher Education Bursary Fund or such other bursary funds

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established pursuant to these Regulations. It shall be duty and responsibility of the Finance Committee to ensure that all such financial statements, documents, and other relevant information pertaining to The Masonic Higher Education Bursary Fund or such other bursary funds established pursuant to these Regulations, is provided to the Committee on a timely basis.

- m. Any expense of the Committee in administrating The Masonic Higher Education Bursaries shall be charged to the Grand Lodge General Fund.
- n. The Committee shall be governed by the laws governing charitable organizations, the Income Tax Act (Canada), the Department of Revenue regulations, and the overall objectives and purposes for which The Masonic Higher Education Bursary Fund was established, and these Regulations and may make recommendations to the Board of General Purposes for the amendment and improvement of these Regulations.

* As contained in the Proceedings of the Grand Lodge of Alberta held at the City of Red Deer, 2003.

MASONIC HIGHER EDUCATION BURSARY COMMITTEE

**PROCEDURES FOR THE OPERATION
OF THE
MASONIC HIGHER EDUCATION BURSARY COMMITTEE****

Officers and Their Duties

1. The chairman and the Vice Chairman shall be elected at the first meeting of the Committee following Grand Lodge.
2. The Chairman shall appoint a Recording Secretary each year.
3. The Chairman shall exercise general supervision over all of the affairs of the Committee. His specific duties include but are not limited to:
 - 3.1. convening and presiding over all meetings;
 - 3.2. preserving due order and decorum;
 - 3.3. enforcing these Regulations;
 - 3.4. making pro tempore interpretations on all matters concerning this Committee but not covered by these Regulations;
 - 3.5. the selection of the recipient of the Ross Sheppard Memorial Masonic Higher Education Bursary to be presented at the Annual Grand Lodge Communication; and
 - 3.6. presentation of the report to the Board of General Purposes and the Annual General Communication.
4. The Vice Chairman shall, in the absence of the Chairman, assume all the duties of the Chairman. He shall perform such other duties as are assigned to him by the Committee.
5. The Recording Secretary shall produce the minutes of each meeting as accurately as possible and distribute copies to members of the Committee and to the Grand Secretary for filing.

Operational Requirements

6. All Applicants for a Masonic Higher Education Bursary or any bursary established under Article 1.7.7.7 of the Regulations must be investigated, which shall include a personal interview, using the Form produced (and amended from time to time) by the Committee, so as to verify the honesty and accuracy of the information contained on the Application Form. Any applicant who is not personally interviewed will be rejected.
7. Each October and November will be designated as the prime contribution months, at which time, Contribution Envelopes, shall be sent out in a uniform manner throughout the jurisdiction and the Committee shall become actively involved in the Contribution Appeal during this period of time. Provided however, Contributions to the Masonic Higher Education Bursary Fund or such other bursary funds established pursuant to these Regulations, will be gratefully accepted at any time during the calendar year.

Responsibility of Lodges and Districts

8. Each District Deputy Grand Master shall:
 - 8.1. be responsible for the investigation and personal interview of each Applicant for the Masonic Higher Education Bursary as required pursuant to the provisions of Article 1.7.7.6 and for the awarding and presentation of Such Bursaries to the successful Applicants, as directed and instructed by the Committee; and
 - 8.2. appoint a District Masonic Higher Education Bursary Coordinator to work with and give guidance to the Lodge Bursary Representative.
9. Each Lodge shall appoint a Bursary Representative who shall be responsible for:
 - 9.1. the promotion of and the encouragement of contributions to The Masonic Higher Education Bursary Fund;
 - 9.2. the promotion of The Masonic Higher Education Bursary Fund amongst potential recipients and their families and friends and the encouragement of Applications to the Committee from such potential recipients.
 - 9.3. assist the District Deputy Grand Master with the investigation and personal interview of Applicants.

Regulations, Article 2.3.2

A District Deputy Grand Master shall be responsible for:

1. the investigation and personal interview of each Applicant for a Masonic Higher Education Bursary as required pursuant to Article 1.7.7.6 of the Regulations and forth awarding and presentation of such Bursaries to the successful Applicants, as directed and instructed by the Committee; and
2. the appointment of a District Masonic Higher Education Bursary Coordinator to work with and give guidance to a Lodge Masonic Higher Education Bursary Representative (such appointment shall not rank in Grand Lodge by virtue of such office).

Regulations, Article 3.3.1.4

To appoint a Masonic Higher Education Bursary Representative.

**As contained in the Proceedings of the Grand Lodge of Alberta held at the City of Red Deer, 2003.