

March 19, 2025

**BY LAWS
OF
NEW CASTLE CONSISTORY
S.: P.: R.: S.: 32^o
Ancient Accepted Scottish Rite of Freemasonry**

Instituted February 1, 1918
Constituted April 17, 1919

OFFICERS

Donald P. Paul	Commander-in-Chief
Quient A. Anderson	First Lieutenant Commander
Mark E. Viertel	Second Lieutenant Commander
Calvin C. Creighton	Orator
Michael P. Paul	Chancellor
Craig D. Blausner	Treasurer
Randall L. Connell	Secretary
Levi R. Harding, III	Master of Ceremonies
Levi R. Harding, III	Hospitaler
Dale J. Henderson	Engineer and Seneschal
Gerald C. Cochran	Standard Bearer
Brin G. Butchart	Color Guard
	Captain of the Guard
Howard D. Matthews	Tyler/Sentinel
Dale J. Henderson	Master of Wardrobe
S. Robert Marziano, Jr.	Trustee, Chairman
W. Thomas Marlowe, Jr.	Trustee
Timothy P. Templeton	Trustee
Terry N. Steinheiser	Trustee
Howard T. Gierling	Trustee

DECEASED

LIVING

PAST COMMANDERS-IN-CHIEFS

1918 - 1924 - John Scofield Wallace
1924 - 1927 - Allan Walker Urmson
1927 - 1930 - William H. Dunlap
1930 - 1933 - Walter S. Reynolds
1933 - 1936 - John Edwin White
1936 - 1939 - S. Reed Megown
1039 - 1942 - John E. Elliott
1942 - 1945 - Howard Geary
1945 - 1948 - Welty O. Rugh
1948 - 1951 - C. Merle Raisley
1951 - 1954 - John H. Templeton
1954 - 1957 - Frederick G. Moser
1957 - 1960 - Fred M. Alexander
1960 - 1963 - J. Orville Potter
1963 - 1966 - Chester D. Minick
1966 - 1969 - John M. Bartholomew
1969 - 1972 - Amos Myer
1972 - 1975 - James H. Thompson
1975 - 1978 - John J. Kenehan
1978 - 1980 - Jack W. Bartholic
1980 - 1982 - Drew W. Washabau
1982 - 1984 - J. Kenneth Blank
1984 - 1986 - Theodore P. Huels
1986 - 1988 - Louis J. Walls
1988 - 1990 - William L. McCarrier, Sr.
1990 - 1992 - Harold N. Offutt
1992 - 1994 - David J. Smith
1994 - 1996 - Dennis C. Rickard
1996 - 1998 - Louis F. Rotunno
1998 - 2000 - William H. Donley
2000 - 2002 - John H. Reed
2002 - 2005 - Fred J. Livingston
2005 - 2007 - Richard B. Meredith
2007 - 2009 - Karl H. Chandler, III
2009 - 2011 - Jeffrey J. Heasley
2011 - 2013 - George F. Morrow
2013 - 2015 - Charles R. Terwilliger
2015 - 2015 - Keith E. Parkson
2015 - 2019 - Jeffrey P. Jackson
2019 - 2022 - W. Thomas Marlowe, Jr.
2022 - 2025 - Donald P. Paul

**BY-LAWS
OF
New Castle Consistory, S. · P. · R. · S. · 32^o
Ancient Accepted Scottish Rite of Freemasonry
Valley of New Castle,
N. · M. · J. · U. · S. · A. ·**

**ARTICLE I
Title**

The Title of this Body is “New Castle Consistory, Sublime Princes of the Royal Secret, 32^o, Ancient Accepted Scottish Rite” and works under a Warrant from the Supreme Council of Sovereign Grand Inspectors-General of the thirty-third and last degree, Ancient Accepted Scottish Rite of Freemasonry for the Northern Masonic Jurisdiction of the United States of America, whose Grand East is at Lexington, Massachusetts.

**ARTICLE II
Meetings**

Section 1. The Stated Meeting of this Body shall be held on the third Wednesday of each month, after 7:30 PM. Six members shall constitute a quorum for the transaction of business, provided the Commander-in-Chief, 1st Lieutenant Commander or the 2nd Lieutenant Commander shall be present. The Consistory shall meet at least four times each year and must have an annual meeting in March.

Section 2. Special meetings may be called at the pleasure of the Commander-in Chief.

Section 3. The hour of the meeting shall be such as the Commander-in Chief may designate, the members having due notice of the hour of meeting.

Section 4. No business shall be transacted at a special meeting, except that for which such meeting is called, as stated in the notice.

**ARTICLE III
Election of Officers**

Section 1. At the Stated Meeting next preceding March 31st, bi-annually, the election of officers, as provided by the Constitutions of the Supreme Council shall be the first business in order after reading the minutes, and reports of committees.

Section 2. The Board of Trustees will consist of nine members, five who will be elected to serve a six-year term at the biannual election on a staggered term basis and the four heads of bodies; they shall be titled “Trustees of New Castle Consistory, Ancient Accepted Scottish Rite.”

Upon the death, resignation, or removal from office of any Trustees, the vacancy cause thereby shall be filled by election at the next or any subsequent stated meeting, after due notice to the members.

Section 3. No member shall be entitled to vote at the election of officers or be eligible to any office unless his dues have been paid in full by April 1st, next succeeding such election or the same duly remitted by vote of the Body.

PROCEDURES FOR THE ELECTION OF OFFICERS

Section 4. The first three officers as well as the Treasurer, Secretary and Trustees of the New Castle Consistory, 32^o, shall be elected.

Section 5. The Commander-in-Chief of the New Castle Consistory, 32^o, will appoint members to the Officers Reviewing Committee consisting of four members and the Commander-in-Chief as Chairman, in sufficient time prior to the election of officers to allow the committee to carefully consider and review the prospective officers for the ensuing term as outlined in the Manual of Officers.

The Commander-in Chief will make recommendations to the Valley of New Castle Officers Reviewing Committee for prospective officers for the New Castle Consistory. The names of prospective officers for the New Castle Consistory must be submitted in a sufficient time prior to the election to allow the committee to carefully consider and review the prospective officers for the ensuing term as outlined in the Manual of Officers. All Elected officers must receive a satisfactory review from the Valley of New Castle Offices Reviewing Committee to stand for election or advance in the line.

The Officers Reviewing Committee will present their recommendation to the Deputy for the State of Pennsylvania and the Active Member of Supreme Council for the Valley of New Castle for their approval. The Officers Reviewing Committee will present their recommendations at a regular stated meeting of the New Castle Consistory, 32^o, for consideration by the general membership in attendance at said meeting.

After the report is presented, the Presiding Officer will ask, “Are there any further nominations?” If there is competition for any position, paper ballots will be used in the election. If there is not any competition, a motion would be in order empowering the Secretary or some other designated member to cast one ballot for the slate of officers presented. If this motion is approved by a majority vote the Secretary, or whoever is designated, should then cast the ballot, and report to the Presiding Officers. The Presiding Officers should then announce that the slate of officers has been duly elected.

Section 6. No member shall be elected to the office of Commander-in Chief, who has not served in one of the first two elected offices of the New Castle Consistory. No member shall be elected Commander-in Chief, 1st Lieutenant Commander, or 2nd Lieutenant Commander unless he has served as a presiding officer in the New Castle Lodge of Perfection, New Castle Council of Princes of Jerusalem, or New Castle Chapter of Rose Croix unless the Deputy for the State waives any/all such requirements. The Commander-in Chief, 1st Lieutenant Commander, 2nd Lieutenant Commander, Treasurer, Secretary and Trustees must be a member of all four subordinate bodies in the Valley of New Castle.

ARTICLE IV Duties of Officers COMMANDER-IN-CHIEF

Section 1. The Commander-in Chief shall, at the time of his election, appoint such officers (not elective) as are provided for by the Constitutions of the Supreme Council; all of whom shall be members of the Body.

He shall appoint all standing and special committees, unless otherwise provided by the By-Laws.

At the Stated Meeting preceding March 31st, he shall authorize the employment of a certified public accountant to audit the books and accounts of the Treasurer, Secretary and Trustees for the fiscal year.

Any body of the Rite, Board of Trustees or similar agency designated as the fiscal agent of all of the Subordinate Bodies in a Valley shall be deemed to be serving as Trustee for all such Bodies, whether or not so designated, and shall hold title and control of any property, real and personal, committed to its care in trust for such Bodies as their respective interests shall appear. The Presiding Officer of each subordinate Body in the Valley shall be a member of any such Board of Trustees or similar agency which is designated as the fiscal agent of all of the Subordinate Bodies in a Valley. Any such fiscal agent serving as Trustee shall report its transactions in full detail to the authorizing Body or Bodies at least once each year.

TREASURER

Section 2. The Treasurer shall have charge of the fund for New Castle Lodge of Perfection, New Castle Council Princes of Jerusalem, New Castle Chapter of Rose Croix and New Castle Consistory, other than the principal amount in the hands of the Trustees known as the Investment Fund and the principal amount in the hands of the Trustees known as the Permanent Fund, together with all the books and papers as pertain to this office.

He shall keep an exact account of all moneys received and pay the same out on order and authority of the Commander-in Chief, Secretary, and Treasurer of New Castle Consistory.

In the event of death, disability, incapacity or absence of the Commander-in-Chief, Treasurer, or Secretary a member designated by vote of the Valley shall sign said vouchers and checks in lieu of signature of said Officers.

The Treasurer shall open an account as “New Castle Consistory, 32^o, A.A.S.R.” with a National Bank or Trust Company to be approved by the Commander-in-Chief and Board of Trustees, through which account all money received and checks drawn shall pass.

He shall account to the Consistory for all interest allowed on balances in bank and shall have the books and accounts ready for examination whenever required by the Commander-in-Chief or Trustees.

He shall give a surety bond in favor of the Commander-in-Chief for the use of the Consistory in the penal sum of not less than Ten Thousand Dollars (\$10,000.00) conditioned for the faithful performance of his duty. The Surety Company is to be approved by the Commander-in-Chief and the Trustees. The premium on said bond is to be paid by the Consistory.

SECRETARY

Section 3. The Secretary of New Castle Consistory shall keep full and correct minutes of the proceedings of the Body and issue notices for each Stated and Special Meeting.

Preceding the stated meeting in March, he shall notify each member of the amount of his indebtedness, including the dues to March 31st for the current year and said notice shall have printed therein Article VII of these By-Laws.

He shall keep the accounts of dues and fees between the Bodies, report the amount received at each meeting, and pay the same forthwith to the Treasurer, taking his receipt, therefore.

He shall make regular returns as required by the Constitutions of the Supreme Council and the Rules and Regulations of the Council of Deliberation and conduct the correspondence of the Body under the direction of the Presiding Officers.

He shall have his books and accounts ready for examination whenever required by the Body or Presiding Officer and perform such services appertaining to his office as the Body may require.

OTHER OFFICERS

Section 4. All other officers, either elected or appointed from time to time, shall perform such services appertaining to their office of appointment as the Consistory shall require.

TRUSTEES

Section 5. The Trustees shall receive and assume the management of the following accounts of the New Castle Consistory:

 Annuity Membership Fund

 Investment Fund

 Investment Fund 2

 Permanent Fund

 Permanent Organ Fund

 Other Funds which may from time to time be delivered to the Trustees.

The Trustees shall have authority to employ an agent, trust company, and/or Brokerage Company and/or Investment Firm, to take possession of the funds under the control of the Trustees and provide the ministerial duties. If the Trustees choose to take custody of the preceding funds themselves, they shall keep all securities in a safe deposit box in a National Bank or Trust Company, and access thereto shall be permitted only in the presence of three members of the board of Trustees, or in case of sickness or other inability, the Commander-in-Chief and/or Secretary may substitute for one of the members of the board of Trustees.

All investments to be made by the Trustees or their agent shall be titled as follows "Trustees of the Respective Funds of Ancient Accepted Scottish Rite of Freemasonry, Northern Masonic Jurisdiction, United States of America, New Castle Consistory and Their Successors in the Trust."

The Trustees shall have the authority to invest funds under their control or instruct their agent to invest funds, in accordance with investments authorized under the laws of the Commonwealth of Pennsylvania, as would a prudent Investor. This authority includes, though is not limited to stocks, bonds, saving certificates and mutual funds.

The Trustees will provide the elected officers of the New Castle Consistory with a quarterly report of each of the individual funds under their control, or at more frequent intervals upon request.

The Trustees shall remit interest and/or dividend income to the New Castle Consistory on a quarterly basis, or upon request of the New Castle Consistory. It is understood that:

1. Whenever possible, it shall be the policy of the New Castle Consistory to remit interest and/or dividend income back to the Trustees to be reinvested.
2. The principal of these funds shall not be invaded with the exception of the Life Membership Fund, the Life Annuities Fund, and the Investment Fund. The conditions for invasion of the principal of these funds are as follows:
 - a. The principal of the Life Membership Fund and the Life Annuities Fund may only be invaded to the extent that will enable them to accomplish their purpose in an actuarially sound manner.
 - b. The Elective Officers of the Consistory, or a majority thereof, upon approval of the membership of New Castle Consistory at a stated meeting, shall at any time have the right to change, alter or dispose of any such investments or securities in the Investment Fund and to take, use, and apply, for the purpose of the Consistory and its co-ordinate bodies, any portion of the principal of said Investment Fund as the said Elective Officers of the Consistory, or a majority of them, may determine.
 - c. The elective Officers of the New Castle Consistory, or a majority thereof, upon the approval of the membership of the Valley of New Castle at a stated meeting, shall be able to loan the Cathedral Foundation up to the extent of 90% of the sum on deposit of the Endowment Fund and to charge the Cathedral Foundation interest at a rate of United States Treasury Prime interest rate plus 1%. This is to be reviewed annually for the life of the loan. The Trustees of the New Castle Consistory are to be second lien holder after Municipalities in State of Pennsylvania, first lien holder on a commercial bank loan. The loan is to be repaid over a period of time as established by the Elected Officers of the New Castle Consistory and the Elected Officers of the Cathedral Foundation, or a majority thereof, may determine to enable the Cathedral Foundation to accomplish their purpose in a timely manner.

The word Agent shall mean or implies “A Trust Company, and/or Brokerage Company and/or Investment Firm in this Section of the By-Law of the New Castle Consistory.”

Section 6. The accounts of the Treasurer, Secretary, and Trustees shall be audited annually in the month of May of each year by a duly Certified Public Accountant authorized by the Commander-in-Chief.

Section 7. The Commander-in-Chief, in conjunction with the elective officers of New Castle Consistory, and the presiding officers of its coordinate bodies, shall annually, in the month of January each and every

year, prepare a budget of the estimated necessary expenditure of the Consistory and its Co-ordinate Bodies for the following year.

Section 8. The Board of Trustees shall hold an annual meeting in the month of April of each and every year and all special meetings of the Board of Trustees shall be held pursuant to the call of the Chairman of the Board or the officers lawfully acting as such on due notice extended to each member of the Board.

Section 9. The fiscal year of the Consistory shall be April 1 to March 31.

Section 10. The membership of New Castle Consistory shall authorize the payment of all bills, provided they shall have been approved by the Commander-in-Chief, Secretary and Treasurer.

ARTICLE V Degrees and Membership

Section 1. All petitioners for degrees and membership must be recommended by two members of this Body and the petitioner must be a member in good standing of a Symbolic Lodge, Lodge of Perfection, Council Princes of Jerusalem, and a Chapter of Rose Croix.

Section 2. The fees for degrees and membership of this Body (19^o to 32^o inclusive), shall be paid in full before degrees are conferred.

Section 3. There is no ballot on petitioner for degrees and membership. If a member objects to a petitioner of this Body he can do so as per Chapter V, Articles 512 of the Constitutions of Supreme Council Constitution. All other conditions for a rejected petition will apply as per Chapter V of the Constitutions of Supreme Council.

ARTICLE VI Fees

Section 1. The fees for conferring degrees and membership shall be as follows:

Degrees and Membership	\$70.00
------------------------	---------

Fees for this Body will automatically comply with the Rules and Regulations of Pennsylvania Council of Deliberation without further amendment. Current fees are documented by Rules and Regulations under Article X, Paragraph 5.

ARTICLE VII Dues

The annual dues will consist of the New Castle Consistory dues, and the Pennsylvania Council of Deliberation dues.

Section 1. The dues of the Valley shall be determined annually by the Executive Board for each member of any or all of the Bodies, payable annually upon proper notice to the member.

Section 2. Any member of this Body being in the arrears for the current year at the Stated Meeting next following the start of the fiscal year, may be suspended, or discharged from membership by vote of a majority of the members of the Body present, provided he shall have been notified of his indebtedness and the proposed action. A copy of the statement of his indebtedness delivered in person or by mail to his last address given by him to the Secretary shall be sufficient notice.

Section 3. The Pennsylvania Council of Deliberation annual assessment shall have the same status as dues and shall be subject to the same penalties. The Pennsylvania Council of Deliberation at its stated meeting shall set the Pennsylvania Council of Deliberation assessment rate per member.

2023

\$ 1.50

ARTICLE VIII

Restoration of Membership

Section 1. Any member who has been discharged from membership in this body for non-payment of dues, and whose dues have been paid or remitted to the date of his discharge together with payment of dues for the current year, may be restored to membership therein, upon presentation of evidence of good Masonic Standing in the preceding Symbolic and coordinate Bodies, by majority vote of those present, and voting at any regular meeting of his body, provided, however, that if such payments are made within three months from the date of such discharge, a vote of the body shall not be required to effect such restoration. A member of this Body who has been suspended or unaffiliated for the non-payment of dues or who has become non-affiliated in Symbolic Freemasonry, and whose suspension, un-affiliation, or non-affiliation has been terminated therein, may be reinstated to the full rights and privileges in this body upon his written application therefore and by majority vote of those present and voting at any regular meeting in this Body.

Section 2. A member who has been denied the rights and privileges of membership for non-payment of dues, may, upon presentation of an application for membership, have said rights and privileges restored by majority vote of all the members present at a stated meeting, provided said application for membership be accompanied by evidence that the amount of indebtedness named on the Involuntary Certificate of Withdrawal has been paid.

Section 3. Any member wishing to resign from this Body shall present his resignation in writing at a stated meeting, which resignation shall lie over until the next stated meeting; except in case of emergency, when, by the unanimous consent of the members present, it may be considered and accepted forthwith; provided, that he is not in arrears, and that no charges are pending against his character in this Body.

Section 4. Any member who shall have resigned, and desires to be restored to membership shall present an application for membership which shall take the same course and be subject to the same rules that govern application for membership.

Section 5. No Withdrawal Certificate shall be granted by this Body until all dues have been paid to date by the applicant or have been regularly remitted by action of this Body. Any members desiring a Withdrawal Certificate shall make a request in writing at a stated meeting; which application shall lie over until the next stated meeting; except in cases of emergency, when the Withdrawal Certificate may be

granted by the Secretary, if the same be authorized by the Presiding Officer of this Body, and providing, that the applicant is not in arrears and no charges are pending against his character in this Body.

ARTICLE IX Annuity Life Membership

Section 1. A member of this Consistory, 32^o, who is in good standing may thereafter be exempt from payment of annual dues but subject to any and all assessments levied by the Supreme Council, the Council of Deliberation having jurisdiction, or the said subordinate body, provided said member pay a sum of money in cash, not less than an amount representing the present value of an immediate life annuity on his life, computed in accordance with the Commissioners Standard Ordinary Life Insurance Experience Table of Mortality, of a n amount equal to the yearly dues of such subordinate body on a single life at two percent interest.

All such payments made as heretofore provided in this section, on and after the adoption of this amendment shall be placed in a separate fund to be designated as the “Annuity Membership Fund” and no part of said “Annuity Membership Fund” shall be used except that for each such member who shall have made such payment pursuant to this section, if living, a sum equal to the annual dues of such members at the time of such payment, may be withdrawn annually until such member shall have attained the age of eighty years and used for the general support of said subordinate body.

ARTICLE X Permanent Fund

Section 1. In order to ensure the stability and prosperity of the Consistory, there shall be established a Permanent Fund, which shall be invested by the Trustees as provided in Article IV, Section 5, of these By-Laws.

Section 2. There must be set aside for this purpose:

- a. All money or property which may accrue to the Consistory by donation, gift, demise or otherwise for this purpose.
- b. All such sums as the Elective Officers of New Castle Consistory or a majority of them may by resolution, with the approval of the Consistory, determine to set apart as a part of the Permanent Fund.

Section 3. The fund thus created shall not be impaired or diminished and the income, interest, and dividends arising from the investments of such Permanent Fund shall be paid to the Treasurer and become a part of and placed in the General Fund of the Consistory as and when such income, interest, and dividends may be received.

ARTICLE XI Investment Fund

Section 1. In order to ensure the stability and prosperity of the Consistory, there is hereby established an Investment Fund, the principal of which shall be invested by the Trustees as provided in Article IV, Section 5 of these By-Laws.

Section 2. There shall be paid into the Investment Fund any sums of money which the Elective Officers of New Castle Consistory, from time to time, decide and determine to allocate thereto.

ARTICLE XII
Amendments

No additional alteration or amendment to these By-Laws shall be made unless a motion therefore is presented in writing at a stated meeting, with the names of the mover and seconder. It shall be read by the Secretary and lie over without debate, until the next stated meeting; in the notices for which, the proposed amendment or alteration, shall be set forth in full, with notice to the members that same will then be considered and acted upon; and if it shall then be approved by a majority of the members present it shall be adopted.

By-Laws Committee: Donald P. Paul, MSA, CIC, Chairman
 Quient A. Anderson
 Randall L. Connell

Presented: - Executive Board - January 08, 2025
 Stated Meeting: - January 15, 2025

Approved: Executive Board – March 05, 2025
 Membership – March 19, 2025

Published: April 01, 2025