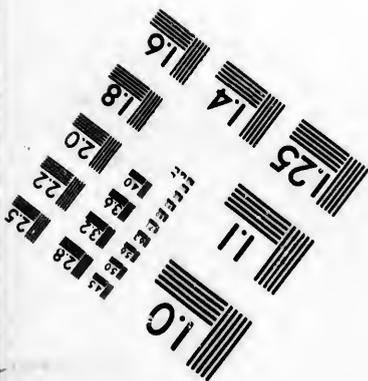
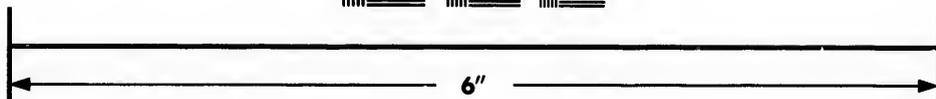
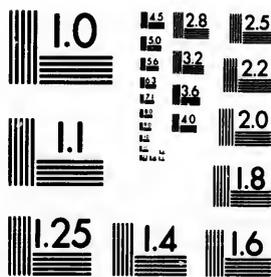


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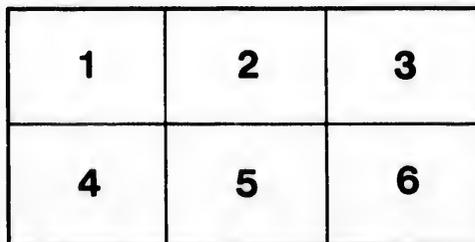
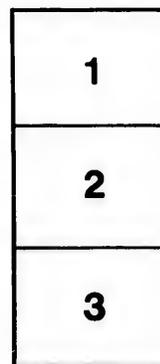
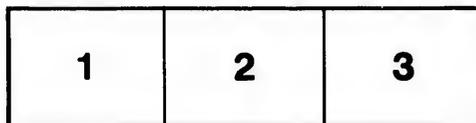
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SUBORDINATE LODGE

CONSTITUTION

GENERAL LAWS

AND

STANDING REGULATIONS

Jurisdiction of the Province
of Ontario

Ancient Order United Workmen

ADOPTED FEBRUARY, 18

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SENTINEL-REVIEW PRINT, WOODSTOCK, CANADA.

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CONSTITUTION

FOR THE GOVERNMENT OF

✻ SUBORDINATE • LODGES. ✻



SUBORDINATE LODGES, HOW NAMED AND NUMBERED

1. Subordinate Lodges shall be known by the name and number given to them at the time of their institution, or afterwards changed by the Grand Lodge, on their petition, and they must insert the same in the first article of their By-Laws. They must not be named after a living person, and shall consist of not less than ten members, possessing the powers and privileges of a Subordinate Lodge within the bounds of the Grand Lodge of Ontario, Ancient Order of United Workmen, under whose authority it shall exist, by virtue of a charter duly granted while acting in conformity with the laws, rules and regulations of the said Grand Lodge, and those of the Supreme Lodge.

MEMBERSHIP

2. No person shall be admitted to membership in the Order except he be a white male of the full age of twenty-one years and under fifty years of age at the time of receiving the Workman Degree, and unless he be of good moral character, in sound bodily health, capable of earning a livelihood for himself and family, and is a believer in the existence of a Supreme Being, the Creator and Preserver of the Universe.

APPLICATION FOR MEMBERSHIP

3. Each application for membership shall be made on the form prescribed by the Grand Lodge, signed by the applicant, stating his age, occupation and residence, which shall be a warranty of the truth of the facts therein stated, and the application must be recommended by two members of the Lodge, and accompanied by the required fee and Medical Examiner's report; read at the stated meeting and referred to an investigating committee of three members, neither of whom shall be one of the recommenders, whose report shall be made at the

next stated meeting of the Lodge. In case the recommendation of the Medical Examiner, or the report of the Committee of Investigation is unfavorable, the applicant shall thereby be rejected. After an application has come before the Lodge, it cannot be withdrawn.

BALLOTING 4. Every applicant for membership must be balloted for by secret ball ballot, and if two or more black balls are cast, the applicant shall thereby be rejected. If there shall appear two or more black balls the M. W. shall declare the ballot unfavorable, but before the candidate shall be declared rejected, by resolution of Lodge, a second ballot may be taken, which motion shall be put without discussion, and, if still unfavorable, the candidate shall be declared rejected. A Junior Workman applying for the Workman Degree, shall be elected by secret ballot, and if three or more black balls are cast the applicant shall be rejected. A new applicant, rejected for any cause cannot again apply until after six months. The Recorder must notify elected applicants within six days. The fees, except the medical examination fees, of a rejected applicant, shall be returned through his recommenders. The ballot shall be sacred and secret, and must not be used for personal, religious or political differences. (See third paragraph of Section 84, this Constitution).

RESIDENCE OF APPLICANTS 5. No person shall be permitted to join a Lodge in this Jurisdiction who resides in another Jurisdiction, except by permission of the Grand Master Workman of the Jurisdiction in which he resides. Applications for membership must be made to a Lodge located in the place of the residence of the applicant, unless the applicant has the written consent of such Lodge to join elsewhere. These restrictions do not apply to members seeking admission by cards for which, see Section 53 of this Constitution.

DEGREES 6. The Subordinate Lodge Degrees shall not be conferred upon any person for a less sum than two dollars for the two Degrees, except, however, that at the institution of a new Lodge no more shall be required of the applicants than the payment of the fee for charter and supplies. This shall not include the one dollar for the beneficiary certificate and the one dollar for the beneficiary fund. Subordinate Lodges may confer the Degrees upon persons elected thereto by another Lodge upon the written request, under seal, of such Lodge.

DELAY 7. Should any person elected to membership fail for three months to receive the Workman Degree, or should he before said Degree is conferred suffer any sickness or receive any bodily injury, he must submit to another medical examination and present a favorable report from the same sources as is required of a new applicant, and shall be again favorably balloted for by the Lodge before the Degree shall be conferred.

OFFICERS OF SUBORDINATE LODGE 8. The officers of a Subordinate Lodge shall consist of a Past Master Workman, Master Workman, Foreman, Overseer, Recorder, Financier, Receiver, three Trustees, Guide, Inside Watchman and Outside Watchman, who shall be elected semi-annually on the first stated meeting nights of June and December. In Lodges meeting semi-monthly officers shall be elected on the first stated meeting night of December. Each Lodge must annually, on the first stated meeting night of December also elect one Representative to the Grand Lodge, and select at least one Medical Examiner at such times as the By-Laws may provide.

ELIGIBILITY TO OFFICE 9. Any Workman Degree member in good standing is eligible to any office in a Subordinate Lodge, except those of Master Workman, Representative to the Grand Lodge or Medical Examiner. To be eligible to the office of Master Workman a member must have served one term in some subordinate office in the Lodge.

QUALIFICATION OF REPRESENTATIVES 10. A Representative to the Grand Lodge must be a Past Master Workman, and as such in good standing at the time of his election.

MEDICAL EXAMINERS 11. A Medical Examiner must have the qualifications prescribed in the Laws of the Order, and at the time of his selection file with the Grand Recorder a certificate, setting forth—

- 1. That he is a graduate of a reputable medical college, giving the name of the same and the date of his graduation.
- 2. That he is regularly engaged in the practice of medicine in the place of his residence, which must be in or contiguous to the meeting-place of the Lodge ; and—
- 3. Furnish therewith a certificate of two leading physicians as to his character, standing and fitness for the position.

(A Medical Examiner should always be a member of

the Order when practicable).

INCOMPATIBLE OFFICES

12. No officer of a Subordinate Lodge shall serve in two offices during the same term, except the Junior Past Master Workman and the Trustees. The Medical Examiner of a Lodge, when a member of the Order, may be elected to any office.

QUORUM

13. Five members, one of whom shall be the Master Workman, Foreman or a Past Master Workman, shall constitute a quorum for the transaction of business. The Lodge shall be opened at the time prescribed by the By-Laws, if a quorum be present.

STATED MEETINGS

14. Subordinate Lodges must hold stated meetings once each week at such time and permitted place as their By-Laws prescribe.

SPECIAL MEETINGS

15. Special meetings may be called whenever the Master Workman may deem it best for the interests of the Lodge. The Master Workman shall call a special meeting when requested so to do by not less than five members, in writing. In all cases notices in print or writing shall be sent to each member in time for him to receive it before the time set for the meeting. Said notices shall contain an exact statement of the nature of the business to be transacted, and none other can be transacted at such meeting.

SEMI-MONTHLY MEETINGS

16. Semi-monthly meetings shall only be permitted by the Grand Lodge, and upon good and sufficient reasons given therefor in writing, signed by the Master Workman and attested by the Recorder with the seal of the Lodge affixed. Such petition must show it was adopted by the Lodge after due notice to all of its members. This provision shall not be retroactive nor affect Subordinate Lodges now holding semi-monthly meetings.

NOMINATIONS

17. Nominations for officers shall be made at the stated meeting immediately preceding the election, and the presiding officer shall not close the nominations until every member present has had an opportunity to speak. A member who is duly qualified may be nominated though he be absent from the meeting.

NOMINATIONS ON ELECTION NIGHT

18. No nominations shall be made on the night of the election unless all the nominees for some office have declined, when nominations shall be made for such

office. Votes polled for members who have not been duly nominated shall not be counted by tellers.

ELECTIONS 19. When an election is held for any officer or officers, the Master Workman shall act as judge, and shall appoint two members to act as tellers who shall assist in conducting the election in a just and impartial manner. They shall keep a register of all votes polled, and should it appear that there have been more votes polled than there are legally qualified voters present, the Master Workman shall declare the ballot illegal and void, and direct another ballot to be taken immediately. Each member voting shall hand his ticket to the teller, giving his name, and the teller shall deposit it in the poll.

WHERE ONE CANDIDATE SHALL BE DROPPED

20. In case there are more than two candidates for the same office, neither of whom have received a majority of the valid votes cast for that office, the candidate who received the lowest number of votes shall be withdrawn and another ballot taken, continuing in a like manner until an election is had. The Financier's list of all the members in good standing shall be given to the tellers. In the case of a tie vote a new ballot shall be taken.

INSTALLATION 21. Officers of the Lodge, who have been duly elected, shall be installed at the first stated meeting in the months of January and July, unless when a vacancy is filled or a Lodge instituted, in which case the installation shall take place immediately after the election or institution; and any officer who has been duly elected and notified thereof, failing to present himself for installation (unless prevented by sickness or other unavoidable occurrence), the office to which he has been elected may be declared vacant by the installing officer, and another election ordered forthwith to fill the vacancy. For Lodges meeting semi-monthly see Section 42 of this Constitution.

22. The Master Workman shall :

- DUTIES OF MASTER WORKMAN**
1. Preside at all meetings of the Lodge and preserve order and decorum.
 2. Decide all questions of order without debate, subject to an appeal to the Lodge.
 3. Be Chairman of the Relief Committee, and, *ex officio*, a member of all Committees.
 4. Decide all questions arising under the laws of the Order, subject to an appeal to the Lodge. (See Section

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5. Call the Foreman to the chair whenever he desires to take part in a pending discussion or when an appeal is taken from his decision.

6. Act as judge of all elections, and declare the names of the officers elected, and the office to which each is elected.

7. At his installation, appoint a Business Committee of three, an Auditing Committee of three, and a Committee of three on Disputes and Grievances.

8. Appoint all Committees, unless otherwise ordered by the Lodge, except as provided in paragraph 2, Section 85, of this Constitution.

9. Sign all orders on the Receiver ordered by the Lodge, and see that they are attested by the Recorder and have the seal of the Lodge affixed.

10. Vote at all elections for officers and admission of candidates, and when the Lodge is evenly divided on any question, but shall not vote on a trial or fixing the punishment of a member guilty of an offence.

11. Open and close the Lodge in due form, observing all the rules laid down in the Ritual.

12. See that the bonds of the Financier, Receiver and Trustees are safely kept, and not surrendered until the accounts are audited and found correct, balances paid to successor, and the Lodge satisfied with the result.

13. Call all special meetings as provided for in Section 15 of this Constitution.

14. See that the Ritual, work and regalia of the Order are observed in his Lodge, and that the instructions of the Grand Master Workman, the laws, rules and regulations of the Grand Lodge and of the Supreme Lodge, are observed and the welfare of the Order promoted in the Lodge.

15. Communicate the password to members of his Lodge in good standing; also to members of other Lodges, on certified request of their Lodges, dated within the current term. (Such requests must be retained and filed with the Recorder.)

16. Declare when a vacancy in an office in the Lodge exists, and direct it to be filled.

17. See that all the official reports required from the Lodge are duly made out and forwarded.

18. See that the beneficiary moneys and reports are duly and promptly forwarded to the Grand Recorder at the time and in the manner required by General Law I, relating to the beneficiary fund, and General Law II of

the Supreme Lodge, relating to the relief fund.

19. Care for the Rituals, Constitutions, circulars and books pertaining to his office, keep them secured from the observation of those not members of the Order, and at the close of his term surrender them to his successor in office.

20. Perform such other duties as may be required of him by the Constitution, general laws, rules and regulations of the Order.

SUCCESSION TO M.W. 23. In case of the death or resignation of the Master Workman, or in case of his inability to serve, or other disqualification under the laws of the Order, the Foreman shall fill the remainder of the term, and be, by virtue of this succession, the Master Workman of the Lodge, and his office as Foreman shall thereby become vacant. Such service entitles the Foreman to the honors of the chair. In case neither the Master Workman nor the Foreman can serve, the Junior Past Master Workman shall take charge of the Lodge.

JUNIOR P.M.W. 24. The Junior Past Master Workman becomes such with or without installation by service in the Master Workman's chair as Master Workman, or an unexpired term in the Master Workman's chair as Foreman, and as such is an officer of the Lodge. He shall :

1. Attend the meetings of the Lodge unless unavoidably detained.
2. Conduct the ceremonies prescribed for his office.
3. Preside over the Lodge in the absence of the Master Workman and Foreman.
4. Take charge of the Lodge when both the Master Workman and Foreman's chairs are vacant, declare the vacancy, and immediately have them filled by nomination, election and installation of qualified Brothers.
5. Perform such other duties as may be required of him by the Ritual, laws, rules and regulations of the Order.

FOREMAN 25. The Foreman, who is the second member of the Relief Committee shall assist the Master Workman in preserving order and conducting the ceremonies, have charge of the inner door, and in the absence of the Master Workman shall preside in his stead, and perform such other duties as are enjoined by the laws, rules and regulations of the Order. When his office shall become vacant in the manner provided for in Section 23 of this Constitution, or from any cause, it

shall be immediately filled by the election and installation of a qualified Brother.

OVERSEER 26. The Overseer is the third member of the Relief Committee, and shall perform such duties as are required of him by the Ritual laws, rules and regulations of the Order.

RECORDER 27. The Recorder shall : 1. Keep correct minutes of the proceedings of each meeting of the Lodge and have the same transcribed in a book provided for that purpose before they are finally approved by the Lodge.

2. Have the recorded minutes of each meeting ready for approval at the next succeeding stated meeting.

3. Have charge of the seal of the Lodge, and affix it to all the official papers and documents of the Lodge.

4. Conduct the correspondence of the Lodge.

5. Perform all the duties required of him by General Law I, relating to the Beneficiary Fund, and General Law II of the Supreme Lodge, relating to the Relief Fund.

6. Make out the semi-annual and all other reports required by the Grand Lodge correctly and promptly at the time required, and forward same to Grand Recorder, and perform the duties required of him in General Law VII, relating to expelled members.

7. See that the monthly beneficiary reports, as well as all other statistical reports, are correct, and that the money sent with each report is the correct amount.

8. Have charge of all the books and records of the Lodge pertaining to his office.

9. Fill up all orders and warrants for the amounts voted by the Lodge, and after the Master Workman signs his name, affix the seal of the Lodge and attest them with his signature.

10. Conduct the correspondence of the investigating committee appointed upon an applicant seeking admission to membership upon a clearance card.

11. Notify the Recorder of a Lodge from which a member has been admitted upon a clearance card issued by such Lodge, and give the Recorder thereof the date of the admission.

12. Forward the dollar for the Beneficiary Fund of a member of his Lodge admitted to membership on a clearance card in any Lodge in this Jurisdiction as soon as he has received due notice of his election, and for this purpose move that an order be drawn for it at the meeting next succeeding his receipt of such notice of admission

13. Promptly mark his Beneficiary Certificate Register as to all transfers of membership by card into or out of his Lodge.

14. See that a member received on a clearance card from a Lodge of another Jurisdiction surrenders his Beneficiary Certificate and cancels the same on the meeting night of his election, and promptly forward the same to the Lodge from which it was issued, and at the same time inform the Recorder of the Lodge of the date of the election of the member.

15. Notify all members against whom charges have been preferred to appear at the Lodge at the meeting night set for the purpose of considering the charges, and at the same time forward to the accused a copy of the charges.

16. Promptly and correctly prepare a transcript of the record in all appeals made to the Grand Lodge or the Grand Master Workman, and in all cases involving a trial he may require the appellant to pay in advance at the rate of ten cents per hundred words therein.

17. Make out the semi-annual reports of the Lodge. See that the financial part of the same is made out by the Financier, and that such reports are signed, sealed and promptly mailed to the Grand Recorder, and remit the per capita tax therein.

18. Attend the meetings of the Auditing Committee and assist them with his books and records.

19. Notify all candidates of their election within six days thereafter.

20. Make out the credentials of the Representatives to the Grand Lodge in duplicate, forward one with the semi-annual report and give the duplicate to the Representative, having seen that both are duly dated, signed by the Master Workman and himself, and the seal of the Lodge is affixed.

21. Make out the certificate of all Past Master Workmen in good standing who have become such by service thro' the Master Workman's chair and by service as Recorder, Financier or Receiver of the Lodge at the end of the term of each of them. See that they are dated and signed by the Master Workman and by himself, and affix the seal of the Lodge. Also, in case either of said Past Master Workmen is the elected Representative to the Grand Lodge he must make the certificate in duplicate and mail one with the semi-annual report in addition to his certificate as elected Representative.

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Master Workman, his Deputy, the Master Workman or a committee of the Lodge whenever requested to do so.

23. Deliver his books, papers and records to his successor in office, and perform all other duties required of him by the laws, rules and regulations of the Order, or by the Lodge.

FINANCIER 28. The Financier shall : 1. Keep a full and correct account between the Lodge and each member in manner and form as prescribed by the Grand Lodge.

2. Receive all moneys due the Lodge from members in good standing, receipt for and pay same over to the Receiver before the close of each meeting, taking his receipt therefor.

3. Have in his possession all moneys due from members not in good standing before reporting their application for reinstatement.

4. Receive all other moneys due to the Lodge, and pay all such over to the Receiver.

5. The receipts of the Receiver in manner and form as prescribed by the Grand Lodge shall be his only valid voucher.

6. Notify all members in person or by written notice to the last recorded place of residence, who are over three months in arrears for dues.

7. Notify the Master Workman when in Lodge session of all members in arrears for six months for dues, and serve such notices therein as the Master Workman shall direct.

8. At elections and votes on reinstatements and trials furnish the Master Workman with a list of the members in good standing ; also at such other times as the business of the Lodge may require it to be done.

9. Make out the semi annual returns of the finances of the Lodge.

10. Make out the semi-annual reports for the computation of the per capita tax.

11. Submit his books for the inspection of the Grand Master Workman, his Deputy, the Master Workman or the Auditing Committee, whenever requested to do so.

12. Perform the duties required of him in General Law I, relating to the beneficiary fund, and General Law II, of the Supreme Lodge, relating to the relief fund.

13. Annually and at such other times as are required by the laws, rules and regulations of the Order, and from his books, furnish the Recorder with a full list of the membership in the Lodge and the standing of each mem-

ber, and assist him in preparing all statistical reports required by the Grand Lodge.

14. Perform such other duties as are required by the laws, rules and regulations of the Order, and deliver all his books, papers and accounts to his successor in office.

15. Before entering upon his duties he shall give bond in the manner and form as prescribed by the Grand Lodge in such sum, not less than \$200, as the Lodge may deem good and sufficient.

29. The Receiver shall :

RECEIVER 1. Receive from the Financier all moneys collected by him for the Lodge, immediately giving him a receipt therefor in manner and form as prescribed by the Grand Lodge.

2. Keep a separate and distinct account of the funds of the Lodge, so that the Beneficiary and Relief Funds shall not be made a part of the General or other Fund.

3. Enter the money received to each account in a book for that purpose, in manner and form as prescribed by the Grand Lodge.

4. Pay all orders drawn upon him from the General Fund when signed by the Master Workman and attested by the Recorder, with the seal of the Lodge attached.

5. Forward the Beneficiary Fund in the manner required by the laws of the Order, and immediately on the receipt of the notice of assessment, and otherwise exactly conform to the duties of his office as prescribed in General Law I relating to the Beneficiary Fund, and General Law II of the Supreme Lodge, relating to the Relief Fund.

6. The warrant of the Lodge shall be his sole voucher for payments out of the General Fund, and the receipt of the Grand Receiver, countersigned by the Grand Recorder, with the seal of the Grand Lodge attached, shall be his sole voucher for payments out of the Beneficiary or Relief Fund, except the dollar for the Beneficiary Fund for card members transferred.

7. Keep each of the funds of the Lodge intact, separate and apart from his own money, and where he keeps a bank account it shall only be so kept in his name as Receiver for the Lodge.

8. Submit his books, vouchers and accounts to the Grand Master Workman, his Deputy, the Master Workman or an Auditing Committee, whenever requested to do so.

9. Have his accounts duly balanced for examination and audit when required.

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10. Turn over all moneys, books, papers, vouchers and accounts at the expiration of his term of office to his qualified successor.

11. Perform such other duties as are required of him by the laws, rules and regulations of the Order.

12. Before entering upon his duties give a bond in manner and form as prescribed by the Grand Lodge in such amount, not less than \$200, as the Lodge may deem good and sufficient.

GUIDE 30. The Guide shall have charge of the regalia and other properties of the Lodge, and perform such other duties as pertain to his office and defined in the Ritual, laws, rules and regulations of the Order.

WATCHMAN 31. The Inside and Outside Watchmen shall perform such duties as are required of them by the Ritual, laws, rules and regulations of the Order.

32. The Trustees shall:

TRUSTEES 1. Organize the Board within one week after each election by choosing a President and Secretary, and keep a record of all their transactions in a book to be provided for that purpose.

2. They shall have supervision over the land and other property of the Lodge, and manage the same in accordance with the instructions of the Lodge.

3. Invest such sums as the Lodge may order warrants to be drawn for upon the Receiver out of the General Fund, in such securities as the By-Laws of the Lodge may permit.

4. Have custody of all the securities of the Lodge for money loaned or invested, and collect or realize on all such loans or investments when so directed by the Lodge, paying the moneys so received over to the Financier immediately on receipt of the same.

5. Collect all interest moneys, rents or other income due the Lodge, and pay the same over to the Financier.

6. Attend at the meeting of the Auditing Committee and exhibit all securities in their possession belonging to the Lodge for inspection and verification.

7. Purchase such articles as the Lodge may direct them to obtain, and perform such other duties relating to the business affairs of the Lodge as may be required of them.

8. At the last stated meeting in each term make a report in writing to the Lodge of all their transactions during the term, and append an inventory of all the property of the Lodge.

9. Before either of them shall enter upon his duties he shall execute a bond in manner and form as prescribed by the Grand Lodge, in such sum (not less than fifty dollars) and with such surety as the Lodge may deem good and sufficient.

33. The Representative to the Grand Lodge shall :

**REPRESENTATIVES
TO GRAND LODGE**

1. Attend at the meetings of the Grand Lodge and faithfully represent the views of his Lodge, and work for the advancement of the Order.

2. Report his actions to his Lodge promptly after the close of the meeting of the Grand Lodge.

3. Upon receipt of the Proceedings of the Grand Lodge, call the attention of his Lodge to all changes in the laws and assist the officers in putting the same into operation.

4. As a member of the Grand Lodge and *ex officio* representative of the Grand Master Workman, see that the semi-annual report of the Lodge is promptly and properly made out, dated, signed by the Master Workman and the Recorder, and the seal of the Lodge affixed, and then sign it himself ; also see that the warrant has been drawn for the proper amount of per capita tax, a draft obtained and mailed by the Recorder to the Grand Recorder.

5. Receive and carefully care for the K. to the P. W., and attend on the night of the installation of the officers of the Lodge and assist the Master Workman in preparing the P. W.

6. Unless the Grand Master Workman or his Deputy sends notice one week in advance of an intention to be present at his Lodge for the purpose of installing the officers, attend and perform that duty himself.

7. Should he be sick or unavoidably unable to attend, select a Past Master Workman in good standing of his own or some other Lodge to install the officers.

8. Perform such other duties as may be required of him by the Constitution, laws, rules and regulations of the Order.

9. In case of death, disability, removal or other inability to serve, the Master Workman shall declare his office vacant, and the Lodge shall immediately proceed to elect a qualified Past Master Workman to serve for the remainder of the term. (Section 17 of the Grand Lodge Constitution.

34. The Medical Examiner of the Lodge shall :

**MEDICAL
EXAMINER**

1. Examine all applicants for membership in the Lodge, all applicants for reinstatement from a suspension over three months,

and all applicants for membership on a clearance card from another Jurisdiction.

2. Make all examinations on the blanks authorized by the Grand Lodge and certified to be correct by the Grand Medical Examiner.

3. Obey the instructions to Medical Examiners contained in the General Laws of the Order.

4. Furnish the Grand Medical Examiner with any additional information he may require, if in his power to do so.

5. Collect the medical examination fees of the applicant provided for in the By-Laws of the Lodge, and report the same to the Lodge.

6. Immediately on completing an examination, forward it to the Grand Medical Examiner.

7. Make such investigations as may be required by the Grand Medical Examiner, and perform such other duties as may be required of him by the Grand Lodge or the Grand Master Workman.

35. The Auditing Committee shall :

AUDITING COMMITTEE 1. Carefully audit the books, accounts and reports of the Financier, Receiver and Trustees of the Lodge, and report in writing thereon on the meeting night of January and July of each year.

2. Satisfy themselves of the correctness of all accounts, and refuse to pass either which they find not to be in accordance with the Laws of the Order, or to certify to balances which they have not seen or of which they have not good evidence is in existence in a bank of good repute.

3. Promptly audit such bills as may be referred to them by the Lodge, or as the By-Laws require.

4. Perform such other duties as the Lodge or its By-Laws may require of them.

36. The Business Committee shall :

BUSINESS COMMITTEE 1. Convene within one week after their appointment.

2. Keep a list of all members of the Lodge who need employment.

3. Do all in their power to find employment for those who need it.

4. Report at each regular meeting of the Lodge the names of those members for whom they have obtained employment since the last report, and the names and qualifications of those still on their list of unemployed.

5. Investigate and report all cases of applications for

assistance or relief made by visiting brethren from Lodges in this or other Jurisdictions when referred to them by the Lodge.

6. Perform such other duties as may be required of them by the Lodge or the laws, rules and regulations of the Order, and at the expiration of their term of service turn over all their books, papers and records to their successors in office.

37. The Committee on Disputes and Grievances shall :

**COMMITTEE ON
DISPUTES AND
GRIEVANCES**

1. Have referred to them all disputes, difficulties and grievances between members which have been reduced to writing, and upon which the parties

on both sides desire a fraternal arbitration.

2. Fairly and impartially examine the whole matter, and if it does not involve an offence against the Order, make their recommendations to the Brothers who are parties to the matters involved.

3. Have referred to them all charges and complaints involving an offence against the Order, and carefully investigate each one.

4. Make prompt report to the Lodge in writing in each case, and in all cases where they recommend charges to be preferred, submit the charge or charges and specification or specifications in due form as provided in Section 85 of this Constitution.

5. In person, or by one of their number or by selected counsel, when ordered by the Lodge, attend and prosecute in all trials on charges preferred, whether before a Trial Committee of their own Lodge or of another Lodge in case there has been a change of venue.

38. The Relief Committee shall :

**RELIEF
COMMITTEE**

1. Visit the sick, destitute and disabled members of the Lodge within such bounds and under such restrictions as

the By-Laws of the Lodge prescribe.

2. Make, when they desire to do so, such districts out of the bounds prescribed by the by-laws as they may find convenient, and assign one of their number to each district.

3. The Chairman shall visit each brother reported sick, destitute or disabled as soon after learning of the need thereof as possible, and all such cases not in his district (if their bounds are so divided) shall be visited by him at least once in each four weeks of such continuing sickness, destitution or disability.

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4. Make report at each stated meeting of all cases brought to or within their attention, and make such recommendations as to pecuniary assistance needed as they may deem necessary, or as the by-laws may require. (See Sections 46 and 47 of this Constitution.)

**GENERAL PROVISIONS
RELATING TO
COMMITTEES.**

39. Lodges may provide in their By-Laws for such other Standing Committees as the business of the Lodge may require, or refer such duties to special committees. All standing committees expire with the term of the Master Workman who appoints them, and the accounts of all committees must be discharged before their existence can cease. The investigating committee on applications for membership may be made a standing committee by the By-Laws of the Lodge. In all such cases provision must be made for disqualifying a member who may be a relative or recommender of the applicant. (See General Law 6.)

TERM 40. The fiscal year shall begin on the first day of January of each and every year. Each six months thereof ending on the last stated meeting night of June and December shall constitute a term.

**TENURE OF OFFICE
LODGES MEETING
WEEKLY** 41. Officers of Lodges meeting weekly shall serve one term, or until their successors are elected, qualified and installed. Each Trustee shall serve three terms.

**TENURE OF OFFICE
LODGES MEETING
SEMI-MONTHLY** 42. Officers of Lodges meeting semi-monthly shall serve two terms and each Trustee of such Lodge shall serve six terms.

Officers of Lodges receiving permission to meet semi-monthly shall continue to serve until the end of the term closing the fiscal year. The term of an Officer shall also end when by death, resignation or inability to serve his office becomes vacant, and when removed by the Grand Master Workman or upon trial and conviction for any offence against the Order as herein provided. (For officers of new Lodges see Section 98 of this Constitution.)

DUES 43. Each member of the Lodge shall pay into the funds thereof as dues such sums, quarterly or weekly, in advance or otherwise, as shall be prescribed by the By-Laws, which shall in no case be less than equal to seven cents per week, to commence with the date of his receiving the Workman degree.

**FAILURE TO
PAY DUES**

44. Any member who neglects or refuses to pay the dues as fixed by the By-Laws of the Lodge for the period of three months shall not be entitled to vote and shall be disqualified from holding office. And if neglecting or refusing to pay for the period of six months he shall be reported to the Lodge by the Financier and the Master Workman shall thereupon declare such member suspended from the Order.

**REINSTATEMENT
FOR NON-PAYMENT
OF DUES**

45. Any member who has been suspended from all benefits and privileges of the Order by reason of non-payment of fines or dues, applying to be reinstated, shall pay the amount he was in arrears for fines and dues at the date of his suspension, and shall conform to all the requirements imposed upon an applicant for membership. In addition to paying the amount of dues for the non-payment of which he was suspended, he shall pay the amount of one dollar for the Beneficiary Fund. (See Section 80 of this Constitution as to waiving fines). If over fifty years of age the application cannot be entertained.

**DUES AND ASSESSMENTS
OF SICK, DISABLED AND
DESTITUTE MEMBERS**

46. Subordinate Lodges may provide in their By-Laws for the payment of the dues or assessments, one or both, of a sick, disabled or destitute member out of the General Fund of the Lodge, provided such payments be made by drawing a warrant on the Receiver for the amount needed one meeting night before the same is fully due and payable. Said warrant shall be the voucher for the Receiver to pay the money for such dues or assessments, one or both, to the Financier and provided further, that there shall be money enough in the General Fund to pay such warrants. Lodges paying weekly sick benefits must keep their sick members in good standing. (See Section 47, this Constitution.)

SICK BENEFITS

47. Any member of the Lodge entitled to benefits, who through sickness or other disability is unable to follow his usual business or some other occupation, shall be considered a beneficiary member, entitled to receive such weekly benefits as the By-Laws of each Lodge may direct; provided, the Lodge may prescribe the probationary period to expire previous to a member becoming a beneficiary, and fix the time when weekly benefits shall commence to be paid to its sick and disabled members in its By-

Laws, and may in like manner enact that no benefits shall be allowed for the first week's sickness or disability; and provided, that such member is not in arrears to the Lodge to the amount of three months' dues, and that he is a member of the Workman Degree, and that his sickness or disability is not of a permanent character, or such as does not prevent other men similarly afflicted from pursuing their avocations; and provided, that his sickness or disability has not originated from intemperance, vicious or immoral conduct; and provided, he is not disabled by any disease or infirmity by which he was afflicted previous to his initiation into the Lodge; and provided, that the Lodge may reduce the benefits for a sick Brother fifty per cent. if the Lodge has been paying his sick benefits for the space of six consecutive months, and after twelve consecutive months by providing for paying his dues and assessments only. Any member who shall take sick or be disabled while in arrears to the Lodge to the amount of three months' dues can not by payment of his arrearages become beneficial during such sickness or disability; nor can a Brother while receiving benefits from the Lodge become in arrears so as to debar him from them, the Master Workman being authorized to pay the Financier from the amount drawn for his weekly benefits a sum sufficient to prevent his becoming in arrears to the Lodge to the amount of three months' dues and the assessments for the Beneficiary and Relief Funds; nor shall a member be entitled to the weekly benefits while charges are pending against him under the penal provisions of the laws; but if, after due trial, he shall be acquitted or exonerated, he may claim benefits for the time. In all cases where sickness or disability continues over two weeks after payment of sick benefits has become due, the Lodge may order that no further payments shall be made until the Medical Examiner of the Lodge (if the sick or disabled member be resident within the bounds of the Lodge) has made a full examination of the case by personal visit or consultation with the attending physician, and reported his opinion thereon to the Relief Committee, who shall submit it to the Lodge.

CLEARANCE CARDS. 48. Any member in good standing, wishing to withdraw from a Lodge shall apply personally or otherwise in open Lodge for a clearance card, when on payment of all fines and dues charged against him on the Financier's books, a vote shall be taken, and if a majority of the votes be in favor, the card shall be granted.

HOW OBTAINED

**TERMS FOR WHICH
CARD CAN BE
GRANTED**

49. No card shall be granted for a longer period than six months, and on the majority voting in favor of the card being granted, the applicant shall pay to the Financier his dues up to the time of the expiration of the card, together with the price of the card fixed in the By-Laws of the Lodge, which shall not exceed one dollar.

**DUTY OF MEMBER
HOLDING CLEAR-
ANCE CARD**

50. Any member holding his card without depositing it in another Lodge shall be under the control of the Lodge granting the card, and shall notify the Recorder of his address at least once a month, and upon notice from the Financier of the death of a Brother, shall forward his beneficiary assessments to the Lodge as required in the laws for the government of the Beneficiary Fund.

**IF CARD BE REFUSED
MEMBER MUST BE
TRIED**

51. Should a majority of those voting refuse to grant the card, the objection shall be stated in writing, and the applicant shall be entitled to a trial in the same manner and form as upon other charges.

**CARD MAY BE RE-
CALLED OR AN-
NULLED**

52. Should a card be granted, the Lodge may, for proper cause, recall or annul the same.

**HOW CARD MAY BE
DEPOSITED IN SAME
JURISDICTION**

53. A Brother of the Order holding a Clearance Card, wishing to become a member of another Lodge of this Jurisdiction, shall make application in writing and present his Clearance Card from the Lodge of which he was last a member. He need not apply to a Lodge nearest his place of residence. If the Lodge is satisfied of the correctness of the card, the application shall be referred to an Investigating Committee of three members, whose duty shall be to have the Recorder promptly inquire of the Lodge granting the card if all assessments for the Beneficiary Fund have been paid by the Brother holding the card up to, and including the month in which the application is made and report at the next stated meeting of the Lodge, or as soon as they have the investigation made, as to the character and fitness of the applicant for membership. If the report be favorable, the applicant shall be balloted for, and if only two black balls appear against him, he shall be declared elected to membership; if more than two black balls appear against him, he shall be declared rejected. When admitted to

membership the Bro. shall pay a fee not less than one dollar.

**DUTY OF RECORDER
WHEN CARD IS DE-
POSITED**

54. The Recorder of the Lodge in which the card is deposited shall immediately, upon the election of the Brother, notify the Grand Recorder, giving the number of the beneficiary certificate held by the Brother, and the name and number of the Lodge granting the card, and shall also notify the Recorder of the Lodge granting the card who shall mark the Brother on the books as transferred, and to obtain from the Receiver the dollar in the Beneficiary Fund, which he shall at once forward to the Lodge in which the card has been deposited.

**EXPIRATION OF
CARD WITHOUT
DEPOSIT**

55. At the expiration of the time for which a card was granted, the Brother not having deposited it with another Lodge, remains under the Jurisdiction of the Lodge from which he obtained the card.

**DEPOSIT OF CARD BY
MEMBER OF ANOTHER
JURISDICTION**

56. Any member of the Order holding a Clearance Card from a Lodge of another Jurisdiction, wishing to become a member of a Lodge in this Beneficiary Jurisdiction, shall make application in the same manner, be subject to the same requirements, except the limitation as to age, and pay the same fees, as an applicant for initiation. The Investigating Committee by the Recorder must communicate with the Lodge granting the card, and learn if all assessments have been paid up to and including the month in which the application is made. If the application be approved and he be elected to membership, he shall immediately cancel and deposit with the Lodge his beneficiary certificate issued by the Jurisdiction from which he has withdrawn, and make application for a beneficiary certificate in this Jurisdiction, paying the fee of one dollar therefor and the one dollar for the beneficiary fund. The Recorder of the Lodge shall immediately forward to the Grand Recorder the application for beneficiary certificate, which shall be issued in the same manner as other beneficiary certificates. The Recorder of the Lodge shall also forward the cancelled certificate to the Subordinate Lodge granting the Clearance Card. Cancelled Beneficiary Certificates of members of this Jurisdiction admitted to membership in other Jurisdictions must be immediately marked annulled by the Recorder of the Lodge which granted the card, the beneficiary register cancelled, and the Beneficiary Certificates sent to

the Grand Recorder with the name of the Lodge and its Jurisdiction to which the member has been transferred, and the date of his admission to membership.

FEES TO BE RETURNED 57. In all cases of the rejection of an applicant for membership on the card the fees (except the medical examination fees) shall be returned.

WHEN BALLOT FOR MEMBERSHIP BY CARD TO BE HELD

58. In all cases of application for membership on card, an election to membership cannot be held until the Investigating Committee has favorably reported upon the fitness of the applicant, and that he has paid all assessments up to and including the month in which the application is made.

DATE OF TRANSFER FOR MEMBERSHIP

59. "The election constitutes a transfer of membership, and, when from another Jurisdiction, from the date thereof all liability of the Jurisdiction granting the card ceases." Members admitted on Clearance Card into Lodges in this Jurisdiction from other Jurisdictions become beneficial in this Jurisdiction on and after the date of election, and are liable for beneficiary assessments made on beneficiary claims arising after that date.

WITHDRAWAL FROM ORDER

60. A member in good standing may sever his connection from the Order by making the proper application therefor in writing and pay all dues, fines and assessments charged against him, or for which he is liable up to and including the date of said application, surrendering his Beneficiary Certificate in writing together with all rights, benefits and privileges that he may have acquired by virtue of his membership in the Order, when a Final Card, in the form prescribed, and without charge by the Grand or Subordinate Lodge, shall be issued to him

RE-ADMISSION OF PERSONS HOLDING FINAL CARDS

61. When a person has severed his connection with the Order and has had issued to him a Final Card, desires to again become a member, he shall, if under fifty years of age, make application in the same manner, be subject to the same requirements, and pay the same fees and money for the Beneficiary Certificate and the dollar for the Beneficiary Fund of a new applicant. He need not receive the degrees, but must be re-obligated. He must surrender his card or make satisfactory proof of its loss. If rejected, his card and fees except the Medical Examiners fees shall be returned to him

HOW MEMBERS SUSPENDED LESS THAN THREE MONTHS MAY BE RE-INSTATED

62. A member suspended for non-payment of beneficiary assessments less than three months shall be re-instated under the provisions of Section 34 of General Law I, relating to the Beneficiary Fund.

HOW, WHEN SUSPENDED OVER THREE AND LESS THAN SIX MONTHS

63. A member suspended for non-payment of beneficiary assessments over three and less than six months shall be re-instated under the provisions of Section 35, General Law I, relating to the Beneficiary Fund.

WHAT DUES TO BE PAID

64. In both cases the dues standing charged at the time of the suspension and those accruing after the suspension, up to and including the meeting night of the re-instatement, must be paid, in addition to the beneficiary assessments required for the re-instatement.

RESTORATION

65. Members indefinitely suspended or expelled under the penal provisions of the Laws of the Order may, if under fifty years of age, be restored to all the rights and privileges of membership in the following manner and upon the following conditions:

1. The applications must be made, in writing, to the Subordinate Lodge of which the applicant was a member.

2. If the application be made to a Lodge other than the one which imposed the penalty, then the applicant must present with his application the consent, in writing, of the Lodge which suspended or expelled him, if it be in existence and in both cases he must have the consent of the Grand Master Workman.

3. He must undergo medical examination as is required of new applicants and be elected by the same vote.

4. He must in all respects comply with the conditions imposed by the Laws of the Order in relation to the re-instatement of members suspended from the Order for the non-payment of assessments and dues. No member expelled for embezzlement or improper use of the funds of the Order can ever be restored.

5. No member of the Order belonging to any Grand Lodge Jurisdiction at the time the Charter may have been, or may hereafter be, suspended, shall have the benefit of the provisions of this section, except upon the written consent of the Grand Master Workman of such Jurisdiction after the Charter thereof has been restored.

**REMOVALS AND
VACANCIES FOR
ABSENCE**

unavoidable cause), the Master Workman may declare his office vacant.

**BY TRIAL, DEATH,
RESIGNATION OR
CEASING TO BE IN
GOOD STANDING.
VACANCIES HOW
FILLED**

66. If any officer shall absent himself from three successive stated meetings of the Lodge (unless prevented by sickness or some other unavoidable cause), the Master Workman may declare his office vacant.

67. Any officer may be removed for inattention to his duties, or conduct unbecoming an officer of the Order. (See Section 84 of this Constitution). Vacancies occurring by reason of death, resignation, suspension or otherwise shall be filled in the manner of the original selection to serve the remainder of the term, except as provided in Section 23 of this Constitution. The office of any officer ceasing to be in good standing shall be declared vacant. In case of a vacancy in office, nominations, election and installation may take place at the same meeting of the Lodge.

**OFFICERS MUST
BE TRIED**

Every officer against whom charges are preferred shall have a fair and impartial trial, in accordance with the laws, rules and regulations of the Order, and unless otherwise provided in the laws, he shall officiate until the charges preferred against him shall have been determined.

**RETURNS TO
GRAND LODGE**

68. At the close of each term, and at such other times as the Laws of the Order may require, Subordinate Lodges shall make such semi-annual and other statistical reports and returns as the Grand Lodge shall prescribe, and upon such forms as shall be provided for these purposes. It shall be the duty of all Subordinate Lodges and the officers thereof to see that such reports and returns as are required shall be promptly and correctly made, signed, sealed, attested and forwarded.

PER CAPITA TAX

69. The per capita tax to the Grand Lodge shall be computed upon the members in good standing in the Subordinate Lodges on the last stated meeting nights in June and December of each year, and payable on or before the first stated meeting nights of July and January of each year.

**PENALTY FOR FAIL-
URE TO PAY PER
CAPITA TAX**

70. The installation of the officers for the ensuing term cannot be lawfully done until the per capita tax for the previous six months has been forwarded to the Grand Recorder.

In addition to the other penalties provided for the failure to pay the per capita tax due to the Grand Lodge, no Subordinate Lodge can be represented in the Grand Lodge until all arrearages for per capita tax have been paid.

LIBRARIES 71. A Subordinate Lodge may create and maintain a library "for the improvement of the members."

HOW CREATED 72. For this purpose its By-Laws may provide for a tax upon the membership of the Lodge not to exceed ten cents for each week, or it may pay the same out of their General Fund.

LIBRARY TAX, HOW COLLECTED 73. This tax shall be subject to the same rules, and the failure to pay it subject the member to the same penalties as are prescribed for the charging and collection of the dues in Sections 44 and 45 of this Constitution, and provided for in the laws, rules and regulations of the Order. The By-Laws may also provide for imposing fines for not returning books in the time prescribed therein, not to exceed fifteen cents in any one week.

FINES AND DAMAGES, HOW LAID AND COLLECTED 74. They may also provide for fines for damage done to a book, not exceeding a fair appraisalment of the same by the Master Workman, Foreman and Overseer of the Lodge, who shall constitute a Board for that purpose, and neither of whom shall be eligible to any duty connected with the management of the library during their term of office.

All such fines and damages charged against a member shall be subject to the provisions herein provided for the taxes to maintain the library and must be used for the support of the library only.

LIBRARY ACCOUNT TO BE KEPT SEPARATE 75. Lodges availing themselves of this provision must require of their Receiver to keep the library account separate and apart from the General and Beneficiary Funds.

FINES, HOW REMITTED 76. Provided, fines and assessments for damages, whether imposed upon members or those permitted to use the books, may be reduced or remitted by the Lodge upon what they may deem good and sufficient reasons, or as provided for in the By-Laws.

FINES ON OFFICES 77. A Subordinate Lodge may provide in its By-Laws for impos-

ing a fine upon any officer of the Lodge for—

1. Failing to be at the Lodge room at the time fixed in the By-Laws for opening the Lodge.
2. Failing to bring the keys in his charge.
3. Failing to bring the books, seal and papers belonging to his office required in the work of the Lodge.
4. Failing to attend funerals and ceremonies pertaining to the duties of his office or ordered by the Lodge.
5. Failing to attend to any of the duties pertaining to his office under the Ritual, Constitutions and General Laws of the Order except where other punishments are provided for the same offence.
6. No one fine shall exceed the sum of fifty cents for each offence, and each fine may be reduced or remitted by the Lodge for what it may deem good and sufficient reasons.

FINES ON MEMBERS 78. Subordinate Lodges may provide in their By-Laws for imposing a fine upon a member for—

1. Failing to promptly notify a member of the Relief Committee of a sick or destitute Brother whose condition may be brought to his notice in any manner.
2. Failing to attend upon a committee or other duty assigned to him and from which he has not been regularly excused.
3. No one fine shall exceed the sum of fifty cents for each offence, and no fines shall be imposed where a penalty is provided for under the Constitutions and General Laws of the Order. The Lodge may reduce or remit a fine for what it may deem good and sufficient reasons.

FINES TO BE CHARGED AS DUES AND SUSPEND IF UNPAID FOR THREE MONTHS

79. All the fines provided for in the foregoing Sections 77 and 78 shall be chargeable without a trial by operation of the By-Law prescribing them, and if not paid (where amounting in the aggregate to three months' dues) within three months shall subject the officer or member thus delinquent to the same penalties as are provided for the non-payment of dues in Sections 44 and 45 of this Constitution; and when amounting in the aggregate to six months' dues and shall remain unpaid for six months, the officer or member thus delinquent shall stand suspended from the Order.

HOW RE-INSTATED FOR SUSPENSION FOR NON-PAYMENT OF FINES

80. No member of a Lodge which provides for fines as herein permitted, who has been suspended for any

cause, can be re-instated until he has paid the fines standing charged against him on the books of the Lodge at the time of his suspension ; provided, however, the Lodge may by a majority vote, waive this clause whenever it may deem it best to do so. (See Section 45 of this Constitution).

FINES BELONG TO LIBRARY ACCOUNT

81. All fines collected under these provisions shall go into the General Fund ; provided that in Lodges which maintain libraries they shall go into the library account only.

PROCEEDINGS FOR CONVICTION OF CRIMES.

82. Whenever an officer or member of a Lodge in this jurisdiction shall have been convicted of a crime in a Court of Record and sentenced to the County Jail or Penitentiary, it shall be the duty of the Committee on Disputes and Grievances to take notice of the case and prefer charges under Paragraph 3, Section 83 of this Constitution. Notice shall be served on such accused member in the manner provided in General Law V, and if no counsel shall be named by him the Lodge shall assign a competent member of the Order as his counsel. In such trials the certified record of the trial and conviction shall be competent evidence under the Laws of the Order.

OFFENCES OF WHICH THE PENALTY IS EXPULSION

83. Any officer or member of a Subordinate Lodge charged with the following offences shall be tried as hereinafter provided, and upon conviction shall be expelled from the Order.

1. With having obtained his membership by fraud or misrepresentation.
2. The excessive use of intoxicating liquors, or the use of opium or other poisons.
3. Immoral or criminal conduct of any kind calculated to bring reproach upon the Order.
4. Converting or appropriating to his own use or the use of any other person, contrary to the Laws of the Order, any moneys belonging to the general, beneficiary, relief or other funds.

OTHER OFFENCES AND PENALTIES

84. Any officer or member of a Subordinate Lodge who, after trial, shall be found guilty of :
1. Violating any of the obligations, laws, rules or enactments prescribed by the Grand Lodge.
 2. Neglecting or refusing to obey a summons from the Lodge, Grand Lodge, or a committee of either, directing

him to appear before them.

3. Rejecting an application on account of personal, political or religious differences.

4. Disclosing the secret transactions of the Lodge, or divulging the name of a member who has voted against or reported unfavorably upon a candidate.

5. Entering the Lodge in a state of intoxication, or wilfully disturbing its session.

6. Neglecting the duties of his office or malfeasance in office.

7. Wilfully making a false accusation against a brother member--

Shall be subject to one or more of the following penalties, as shall be determined by the Lodge :

1. Reprimand by the Master Workman in open Lodge.

2. Removal from office.

3. Disqualification to hold office.

4. Suspension for a fixed time, not exceeding six months.

5. Expulsion.

TRIALS 85. Any officer or member of a Subordinate Lodge charged with any of the offences enumerated in the foregoing Sections 83 or 84, shall be brought to trial for the same in manner following, to wit :

**HOW CHARGES ARE
PREFERRED--THEIR
REFERENCE AND
MODE OF SERVING
ACCUSED**

1. Charges shall be preferred in writing, setting forth : first, the charge ; secondly, the specifications, giving date, nature and particulars of the offence or offences charged. These shall be signed by a majority of the Committee on Disputes and Grievances or by the accuser, and shall be presented at a stated meeting of the Lodge, read by the Recorder in open Lodge, and lie over until the next stated meeting. The Committee on Disputes and Grievances shall, through the Recorder, serve a copy duly certified under the seal of the Lodge on the accused, in manner provided in General Law V, and notify him to appear, when a committee shall be appointed to try the same.

**HOW COMMITTEE
TO TRY APPOINTED
AND OF WHOM
COMPOSED**

2. The Committee shall consist of five Workman Degree members of the Lodge, neither of whom shall be in any wise interested in accusation or defence, and shall be appointed, two by the Master Workman and three by the Past Master Workman, unless either of those officers shall be the accused or the accuser, in which case the Foreman

shall appoint in the place of the officer disqualified.

**ORGANIZATION OF
COMMITTEE, NO-
TICE TO PARTIES,
RIGHT OF COUNSEL**

3. The committee shall organize by the election of one of its members as chairman, who shall preside over its deliberations and conduct its proceedings, and one as secretary, who shall keep full minutes and take down all testimony. At least five days' notice shall be given to accuser and accused of the trial and place of meeting of the committee. Each party shall have the privilege of being represented by counsel, who must be a member of the Order in good standing, and shall be entitled to have subpoenas issued under the seal of the Lodge, signed by the Master Workman and attested by the Recorder, commanding the attendance of witnesses.

**DUTY OF TRIAL
COMMITTEE**

4. Every member of the committee shall be present at each session, and in case of the absence of a member from two consecutive sessions without reasonable excuse, the Master Workman shall appoint a member in his place, and the trial shall be re-commenced.

**HOW TESTIM-
ONY TAKEN**

5. But one witness shall be allowed before the committee at any one time, and his testimony shall be taken in full by the Secretary, and read over to him at its conclusion, when he shall sign his name to the same. After hearing all the testimony the committee shall meet in secret session and

VERDICT—RECORD

agree upon their verdict, first, upon the charge, and then upon each specification separately, and reduce the same to writing. In case they shall find the accused guilty of any offences named in Section 84, they shall recommend which of the penalties therein set forth shall be inflicted upon him; they shall make full report of their proceedings and finding, which, together with the testimony taken, shall be presented at the next stated meeting of the Lodge.

**PROCEEDINGS UPON
REPORT OF TRIAL
COMMITTEE TO THE
LODGE, WHO SHALL
VOTE—HOW PENAL-
TY SHALL BE PRE-
SCRIBED**

86. It shall be the duty of the Recorder to notify the accused and accuser, and all other brethren, parties to the case, that the report of the committee will be taken up for action at the next subsequent stated meeting under the head of new business. The Master Workman shall direct the report to be read, when each party shall be entitled to debate the matter, the accused having the final speech. The accused shall then retire and the Master

Workman shall appoint two Workman Degree members of the Lodge to act as tellers. A ballot shall then be taken upon the adoption of the committee, and if adopted thereupon the infliction of the penalty prescribed by the law or recommended by the committee. No one shall be entitled to vote but Workman Degree members of the Lodge in good standing, and it shall require the votes of two-thirds of the members present to be in the affirmative if the penalty be suspension or expulsion, but a majority only if one of the lesser penalties be prescribed; provided, that the adoption by a majority vote of the Lodge of the findings of guilty of the Trial Committee in cases involving the embezzlement or misuse of the funds of the Order, shall be the expulsion of the convicted member.

**WHEN RECORD
MUST BE SENT
TO G. M. W.**

87. Immediately after the Lodge has acted upon the report of a committee appointed to try a brother, and fixed the penalty for his offence, involving suspension or expulsion, the Recorder shall transmit to the Grand Master Workman a certified copy of the report and proceedings of the committee and action of the Lodge thereon, for which he cannot make any charge, which shall be submitted by him to the Committee on Appeals and Grievances. Said committee shall carefully examine whether the trial has been had in accordance with the Laws of the Order, and report at once to the Grand Master Workman. If they find all the proceedings regular, he shall notify the Lodge to impose the penalty prescribed, and file the record and papers of the case in the office of the Grand Recorder. If errors have occurred in the trial the committee may recommend and the Grand Master Workman shall direct the proceedings to be reversed or a new trial to be had, as the nature of the case may require.

**APPEAL TO
G. LODGE**

88. Any Lodge or brother feeling aggrieved on account of the decision of the Committee on Appeals and Grievances, and approved thereof by the Grand Master Workman, under the provision of Section 60 of the Constitution of the Grand Lodge, may appeal to the Grand Lodge. Such appeal shall be made by filing with the Grand Master Workman, within three months after notice of the decision, a statement of the reasons thereof. The decision of the committee and the approval of the Grand Master Workman must be complied with in the interim. The Grand Master Workman shall at once notify the Lodge, from whose action the appeal is taken, of such appeal,

foregoing charges and specifications were presented and read ; and at the next stated meeting of the Lodge, to be held on—evening,—, 18—, a committee will be appointed to try the same. You are hereby summoned to appear at that time.

[L.S.]

Recorder.

**TRIAL COMMITTEE
TO INFORM RECORDER
OF TIME OF
MEETING AND PARTIES
TO BE NOTIFIED**

Upon the appointment of a Committee of Trial, they shall meet and fix upon the time and place of their first meeting, and inform the Recorder of the Lodge thereof, who shall at once notify both accused and accuser as follows :

To Brother—:

You are hereby notified that the committee appointed to try the charges preferred by Bro. — against Bro. —, will meet at — for the purpose of said trial, at which time and place you are hereby summoned to appear.

[L.S.]

Recorder.

**MAKE COPIES
OF NOTICE**

He shall also make copies of the above notice, endorsing thereon the mode of service, and forward the same to the committee at its first meeting.

The committee shall keep minutes of its proceedings in form as follows :

The committee appointed at a stated meeting of Lodge No.—, to try the charges preferred by Bro. A. B. against Bro. C. D., met at — on —, and organized by the election of Bro. — as Chairman, and Bro. — as Secretary.

Certificates from the Recorder of service of notice on Bro. A. B., accuser, and Bro. C. D., accused, were read and ordered filed. (Exhibits A., B.)

Bro. A. B. was called and appeared (with counsel, Bro. —); Bro. C. D. was called and appeared (with counsel, Bro. —).

The charges and specifications were read. (Exhibit C.)

The following witnesses were examined for the prosecution.

John Jones. (Exhibit D.)

John Smith. (Exhibit E.)

The following witnesses were examined for the defence:

John Brown. (Exhibit F.)

John Green. (Exhibit G.)

**TESTIMONY MUST BE
TAKEN IN WRITING**

(The Secretary will carefully take down the testimony of each witness, marking it exhibit—, and after the direct examination the witness may be cross-examined by the accused or his counsel, which also must be taken down, and at the conclusion of his examination the witness must sign his statement. After the testimony is all in, each party or his counsel shall be privileged to address the committee—first the accuser, then the accused).

The committee shall make the report in form as follows:

The committee after careful consideration, find the accused Bro.——on the charges——Guilty (or not guilty, as the case may be).

On Specification 1st—Guilty (or not guilty as the case may be).

On Specification 2nd—Guilty (or not guilty as the case may be).

The said offences being a violation of Art.—, Sec.—of the Constitution, we recommend that he be (suspended, expelled or whatever punishment may be prescribed).

Submitted in C., H. and P.,

Committee.

The Recorder in certifying the record, will give from his minutes the action of the Lodge at each stage of the proceedings, and forward with it the original report of the committee.

CHANGE OF VENUE 91. Any member believing that he cannot get justice in his own Lodge, may present his case to the Grand Master Workman, who may allow the defendant a change of venue when he presents facts to him that cause him to believe that the defendant cannot get justice in his own Lodge.

SEAL 92. The Lodge shall have an official seal with appropriate device, which shall be affixed to all official documents and papers issued by and under the authority of the Lodge, an impression of which shall be deposited in the office of the Grand Recorder.

**NEW LODGES,
HOW ORGANIZED** 93. This Grand Lodge has control over and supervision of the Subordinate Lodges under its Jurisdiction, and adopts for their government a uniform code of laws not in conflict with the Constitution and General Laws of the Order. The following rules shall be observed in the organization of Subordinate Lodges:

1. Fifteen or more persons having the prescribed qualification must unite in the petition for the new Lodge.

2. Members of the Order in possession of Clearance Cards may unite in the petition. The cards of such members shall be filed with the instituting officer and be by him deposited in the new Lodge, the Recorder of which shall, within one week thereafter, notify the Lodge from which the card emanated of such deposit.

3. Each petitioner, except those presenting Clearance Cards from Lodges in this Jurisdiction, must present with the petition a medical examination certificate (in the form prescribed by the Grand Lodge) of a regular practicing physician, who must be a member of the Order when practicable, and approved by the Grand Medical Examiner.

4. The petitioners shall meet at the time and place fixed by the instituting officer, and under his direction proceed to vote by secret ballot for each other. If two or more black balls appear against a petitioner, he shall be declared rejected, and his petition for membership in the Order shall not be again considered for the period of six months thereafter.

5. If after the balloting thus prescribed it is found that less than fifteen members have been elected, the Lodge shall not be instituted until the required number shall be obtained. When fifteen or more have been elected, the instituting officer shall instruct them in the secret work and Ritual of the Order, and proceed to organize them into a Lodge.

6. The instituting officer shall exercise the duties of investigating committee, and certify to each application as therein provided.

**CHARTER FEE
AND SUPPLIES**

94. The Charter fee for a new Lodge shall be fixed by the Grand Lodge in the Standing Regulations, and must cover a full list of supplies needed in the work of a Subordinate Lodge, except its seal and members' regalia.

**MEMBERS BY CARD
FROM SAME JURIS-
DICTION**

95. Members of Subordinate Lodges within the bounds of this Grand Lodge can be admitted on Clearance Cards.

The instituting officer of the new Lodge shall in such cases be governed in his duties by the provisions of Sections 53 and 54 of this Constitution relating to the admission of members on Clearance Cards issued by Lodges of this Jurisdiction. Members holding Clearance Cards from Lodges of this Jurisdiction shall pay a fee of \$2.00 unless their pro-rata share of the fee for the Charter shall amount to a less sum.

ADMISSION OF MEMBERS FROM OTHER JURISDICTIONS

96. Members of the Order holding Clearance Cards from Lodges of another Grand Lodge Jurisdiction may be admitted to membership on the Charter list for a new Lodge in this Jurisdiction. In such cases the instituting officer and the new Lodge will be governed by the provisions of Section 56 of this Constitution, relating to the admission of members on Clearance Cards issued by Subordinate Lodges of another Jurisdiction.

SUSPENDED MEMBERS OF ANOTHER JURISDICTION

97. A person resident within the bounds of this Grand Lodge, but suspended from a Lodge of another Jurisdiction for non-payment of beneficiary or relief assessments or dues for six months, may be admitted as a Charter applicant to a new Lodge in this Jurisdiction. He must surrender his old beneficiary certificate and cancel the same, or satisfy the instituting officer by such affidavits as he may require that it is lost. In such cases the applicant pays the same fees as new applicants, takes the degree obligations, and makes due application for a beneficiary certificate from this Jurisdiction. The old Beneficiary Certificate (or, when lost, or proof of its loss) shall be forwarded to the Grand Recorder by the instituting officer with his report. The Grand Recorder will mark such beneficiary certificate annulled, and forward same to the Lodge thro' which it was issued.

ELECTION OF OFFICERS

98. Immediately after the initiation, the members shall proceed to elect the officers under the provisions of Sections 19 and 20 of this Constitution. The Past Master Workman elect shall also be the Representative to the Grand Lodge by virtue of his office. Should he fail to serve out his term, he shall not be entitled to the honors, but the Brother elected to fill out the unexpired term shall be entitled to the honors of the office, provided he attends the meetings of the Grand Lodge. The Trustees of a new Lodge must be elected, one to serve until the close of the first term after the institution, one to serve until the close of the second, and one to serve until the close of the third term after the institution. The officers of a new Lodge instituted during the second quarter of a term must serve until the close of the next succeeding term.

PROTESTS AGAINST ORGANIZATION OF A NEW LODGE

99. A Lodge or Lodges meeting nearest the proposed location of a

new Lodge must have notice of such proposed institution, which notice must be given by the Grand Master Workman at least ten days before the day set for the institution thereof. Lodges or members of Lodges may file a protest against the institution of the Lodge or against the admission of any one or more of the new applicants on the Charter list. The Grand Master Workman by himself or by a committee shall give prompt and impartial hearing to all parties to such protests, and make such decision as in his opinion the facts and the welfare of the Order require. No suspended or expelled member of the Order, except such as is provided for in Section 97 of this Constitution, can be taken as a Charter applicant for a new Lodge. Rejected applicants for admission on Charter for new Lodges shall have all fees, except medical examination fees, returned to them, and not be eligible to membership until six months has passed.

HOW LODGES BECOME DEFUNCT 100. Any Subordinate Lodge that has had its entire membership suspended for a period of three months for failure to forward beneficiary funds as required by law, or a Lodge that has voluntarily surrendered its Charter or had the same taken away for any cause, shall be termed and known as a Defunct Lodge, and its membership shall be disposed of as herein provided. As soon as a Lodge shall become defunct the Grand Master Workman shall, through the Grand Recorder, notify each member of such Lodge in good standing when the Lodge became defunct, and every member of such Lodge suspended less than three and over three and less than six months. Such notices must inform the member of the date the Lodge became defunct, the cause of the same, and explain how and at what cost he can retain his membership in the Order.

MEMBERS TO BE NOTIFIED BY G. M. W. AND G. R.

HOW AND WHEN CARDS MAY BE ISSUED TO MEMBERS 1. Any member of a Defunct Lodge who was in good standing at the time the Lodge became defunct shall be entitled to receive from the Grand Master Workman a Clearance Card good for six months, for which he shall pay the sum of one dollar. The application for said card must be made within thirty days from the date of notice from the Grand Master Workman containing the information that the Lodge of which he is a member is defunct.

**FAILURE TO APPLY
FOR CARD DECLAR-
ED A WITHDRAWAL**

2. Any member of a Defunct Lodge who was in good standing at the time the Lodge became defunct, who fails to make application for a Clearance Card within the time specified herein, shall, at the end of the thirty days, be notified by the Grand Recorder of his failure, and that such failure will be accepted as a voluntary withdrawal from the Order, a complete severance of all relations heretofore existing between the member and the Order, and a relinquishment of all rights, benefits and privileges that may have at any time been acquired by virtue of membership and he can only be re-instated as provided for in Section 103 of this Constitution.

**DUTIES OF MEMBERS
HOLDING G. L. CARDS**

3. Any member of a Defunct Lodge to whom a Clearance Card has been granted must notify the Grand Recorder of his address at least once each month, and must pay all assessments for the Beneficiary Fund within the time specified by the Laws of the Order for the payment of such assessments direct to the Grand Recorder, and be subject to all the penalties for the non-payment of the same. He shall also pay to the Grand Recorder one dollar and twenty-five cents per quarter in advance as dues for the General Fund of the Grand Lodge. If default in such payments shall be made for two quarterly instalments, the member shall stand suspended from all the rights, benefits and privileges of the Order, and can only be re-instated as provided for in Section 45 of this Constitution.

**CLEARANCE CARD
MUST BE DEPOSIT-
ED WITHIN SIX
MONTHS**

4. Any member of a Defunct Lodge, who has received a Clearance Card from the Grand Master Workman, must present such card to some Subordinate Lodge and be elected to membership therein, before the expiration of the six months for which the card is granted, or renew the same under the rules prescribed in Paragraph 5 of this Section, and in the event of his failure to do so, then his membership in the Order shall cease with the expiration of the card, and his Beneficiary Certificate shall be annulled by the Grand Recorder, who shall notify the member holding the card, at least thirty days before the expiration of his card, of the time when the card will expire, and the penalty that will follow a failure on the part of the member thus notified to become a member of some Subordinate Lodge, before the card held by him

expires and becomes void.

HOW CARD RENEWED AFTER SUSPENSION 5. Any member of a defunct Lodge who has received a clearance card from the Grand Master Workman, and has attempted to comply with the provisions hereof, and has been unable to do so, by reason of his rejection by any Subordinate Lodge to which he has applied for admission, may retain his membership in the Order by making application for a new card in writing; such application must be addressed to the Grand Master Workman, must be made at least ten days before the expiration of the card, must state what efforts were made in the past six months to deposit it in a Subordinate Lodge, and the reason or reasons why each effort was not successful. The pending assessments for the month must be paid, and the dues, if any, also. If the facts are satisfactory to the Grand Master Workman he shall cause another card to be issued. All Grand Lodge cards shall be issued for the period of six months.

ADMISSION OF MEMBERS TO OTHER LODGES

101. No member of a defunct Lodge can be admitted to membership in another Lodge except upon a clearance card granted by the Grand Master Workman, nor can the members of a Lodge about to become defunct vote each other clearance cards.

REINSTATEMENT WHEN SUSPENDED LESS THAN THREE MONTHS

102. A member of a defunct Lodge suspended less than three months at the time the Lodge became defunct, or a member of a defunct Lodge holding a Grand Lodge clearance card who has been suspended less than three months may be reinstated in any Lodge to which he may apply by consent of the Grand Master Workman. In such cases the Lodge shall :

PAYMENT OF FEES

1. Collect the fees for admission to membership by clearance card prescribed in its By-Laws.

PAYMENT OF ASSESSMENTS AND DUES

2. The assessments upon which the member was suspended, those subsequently levied, including those pending at the time the application is made, and the dues to the Grand Lodge, due to date. (See Paragraph 3, Section 100.)

FEE FOR G.L. CARD

3. The prescribed fee of one dollar for a Grand Lodge clearance card, except the member holds such card which has not expired.

FEES TO ACCOMPANY APPLICATION

4. The Beneficiary Assessments, except one dollar thereof, the dues, and the fee for the card, where required, shall be sent with the application whereupon, if the amounts be correct, the Grand Master Workman shall issue a card, or declare the old card renewed for the purpose of the application, and the Lodge will proceed to reinstate the member, under the provisions of Section 34 of General Law I, relating to Beneficiary Fund.

WHEN SUSPENDED MORE THAN THREE AND LESS THAN SIX MONTHS

5. A member of a defunct Lodge suspended over three and less than six months, at the time his Lodge became defunct, and a member of a defunct Lodge holding a Grand Lodge clearance card, and who has been suspended over three and less than six months, may be reinstated in any Lodge by complying with the foregoing provisions for a member suspended less than three months, except that his application must be accompanied by a medical examination, approved by the Medical Examiner of the Subordinate Lodge in which he desires to apply for reinstatement, approved by the Grand Medical Examiner. Upon the consent of the Grand Master Workman being had, the Lodge may reinstate him under the provisions of Section 35 of General Law I, relating to the Beneficiary Fund.

HOW A MEMBER OF A DEFUNCT LODGE SUSPENDED FROM THE ORDER MAY BE RE-ADMITTED

103. Any member of a defunct Lodge who was suspended from the Order for non-payment of dues and assessments at the time the Lodge became defunct, or any member of a defunct Lodge holding a Grand Lodge clearance card who becomes suspended from the Order for the same cause, can be admitted to membership in any Lodge in this Jurisdiction by making application to the Grand Master Workman for his consent to entertain the application. Such applicants shall conform to the requirements of Section 45 of this Constitution, if suspended for dues or fines only, and then to the requirements of Section 37 General Law I, relating to the Beneficiary Fund, if for non-payment of assessments with or without dues, and the Grand Master Workman will not give his consent in such cases until he has seen the medical examination approved by the Subordinate Lodge Medical Examiner and by the Grand Medical Examiner.

SERVICE OF NOTICES

104. The notices named herein shall be made by mailing the same to the last known post-office address of members of defunct lodges.

CONSOLIDATION OF LODGES

105. When two or more Lodges in this Jurisdiction desire to consolidate they shall apply to the Grand Master Workman for that purpose, who will investigate the matter, and if in his opinion it is for the good of the Order he shall give his consent, the Lodges shall appoint a joint committee of three members from each Lodge to confer together and arrange terms therefor. If the committee report favorably upon the proposition to consolidate, their report shall be presented to the Lodge and lie over at least one regular meeting night before the same shall be adopted by the Lodge. If such report be acted upon by the Lodges interested, then the name and number of the Lodge having the oldest charter shall be the name and number of the Consolidated Lodge, unless otherwise determined, and the date of such consolidation shall be such date as shall be agreed upon and reported by such joint committee. Immediately upon the consolidation of the Lodges it shall be the duty of the Recorder of the Lodge whose charter shall not be continued to forward the same to the Grand Recorder.

The Recorder of the Consolidated Lodge shall endorse upon the back of the Beneficiary Certificate of each member of the Lodge whose charter has been surrendered the following.

This is to certify that Bro. _____ became a member of _____ Lodge, No. —, on the — day of —, 18—, by consolidation of Lodge No. — with this Lodge.

Recorder.

Master Workman.

BY-LAWS

106—1. Subordinate Lodges are required to make By-Laws in conformity with this Constitution of the Grand Lodge and the General Laws of the Order.

HOW SUBMITTED

a. By submitting the same to the Lodge in writing, signed by at least two Workman Degree members in good standing.

MUST LIE OVER FOR ACTION

b. After being read they shall lie over for at least two stated meeting nights, and the members notified of the stated meeting at which the said proposed By-Laws, amendments or alterations will be considered and acted upon.

HOW ADOPTED**DUTY OF RECORDER**

c. They shall be adopted by a two-thirds vote of those present and voting.

2. After adoption the Recorder of the Lodge shall write out in full duplicate copies of the new By-Laws or the amendment or amendments to the old By-Laws. No pasting of previously printed or written slips will be sufficient, but each item must be written out. In amendments, the old By-Law, the amendment and the By-Law as amended must be separately stated. To this the Recorder shall certify :

a. The date when the By-Law or amendment was proposed to the Lodge.

b. That at least two Workman degree members in good standing signed the same.

c. That two stated meetings intervened between the reading and consideration, and that all the members were notified.

d. Date of adoption.

e. That each By-Law or amendment received a two-third vote of the members present and voting.

f. Affix his signature and the seal of the Lodge to each copy.

g. Forward both to the Chairman of the Grand Lodge Committee on Law and Supervision.

DUTY OF COMMITTEE ON LAW AND SUPERVISION

3. After the Committee on Law and Supervision have approved they shall send one copy to the Lodge and the duplicate to the Grand Recorder under penalty of suspension in case of disobedience without reasonable or satisfactory excuse, who shall file the same in his office.

WHEN TO TAKE EFFECT

4. The By-Laws or amendments to the By-Laws of a Subordinate Lodge take effect from the date of the next stated meeting night of the Lodge after the approval of the same by the Committee on Law and Supervision, and repeal all By-Laws or parts of By-Laws in conflict therewith.

OBJECTIONS TO ACTION OF COMMITTEE, HOW MADE

5. Lodges aggrieved at the action of the Committee on Law and Supervision can present the reasons for the same at the next stated meeting of the Grand Lodge when the report of that committee is under consideration.

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From and after the approval by the Supreme Lodge of these Constitutions and of the General Laws, all other Constitutions and Laws enacted in this Jurisdiction inconsistent with the same shall be and the same are hereby repealed.

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GENERAL LAWS.

I.

GRAND LODGE BENEFICIARY JURISDICTION

AMOUNT OF BENEFICIARY

MEDICAL EX- AMINATIONS

APPLICATION

1. The following rules are prescribed for the government of this Grand Lodge Beneficiary Jurisdiction in the collection, management and disbursement of the Beneficiary Fund.

2. The Grand Lodge of the Jurisdiction of the Province of Ontario, Ancient Order of United Workmen, guarantees to each member of the Workman Degree, the payment at his death of *two thousand dollars* to each person, or persons, as he may, while living, direct, within the rules for that purpose; *provided*, that said member shall fully comply with each and all requirements of the hereinafter specified conditions, and with the General Laws governing the Order.

3. All Medical Examinations of applicants for membership shall be forwarded to the Grand Medical Examiner as soon as made. The Grand Medical Examiner shall pass upon and, if approved, forward the same to the Lodge in which the applicant has applied for membership, upon the same day that he received the medical examination, provided the name of the Subordinate Lodge Medical Examiner has been entered upon his list of commissioned examiners. If rejected, he shall notify the Grand Recorder, and forward to him the rejected application on the day of rejection, and the Grand Recorder shall immediately notify the Recorder of the Subordinate Lodge.

4. Each applicant for membership upon receiving the Junior Workman Degree, and applying for the Workman Degree, shall in the Lodge, open in the Junior Workman Degree, make application for the rights, privileges and benefits of the Order, in substance as follows, which will be attested by the Recorder of the Subordinate Lodge to which the application

is made, and shall constitute his application for the Workman Degree. Such application shall constitute part of the contract of each member with the Order, and if the applicant shall wilfully make any erroneous statement therein, or shall intentionally conceal or omit to disclose any fact material thereto, his Beneficiary Certificate shall be void.

FORM OF APPLICATION FOR BENEFICIARY CERTIFICATE

5. I, _____, do hereby make application for the Workman Degree in—Lodge, No. _____ of the Grand Lodge of the Jurisdiction of the Province of Ontario, Ancient Order of United Workmen, and do hereby agree that compliance on my part with the following conditions, herein set forth, are the conditions upon which I am entitled to participate in the Beneficiary Fund; I do also certify that the answers made by me to the questions propounded by the Medical Examiner of this Lodge (a correct copy of which is attached to this application, and forms a part thereof) are true; and I hereby agree in consideration of the Beneficiary Certificate for two thousand dollars, to be issued to me by said Grand Lodge, to pay all Beneficiary assessments, relief calls, or other demands legally made upon me by the Order.

I further agree, for myself and my beneficiary or beneficiaries, that should I fail or neglect to pay all assessments, relief calls, and demands legally made upon me within the time required, the Beneficiary Certificate issued as above shall be null and void; and that the beneficiary or beneficiaries, their heirs or legal representatives, to whom the same is made payable, shall not be entitled to, nor have any claim under said Beneficiary Certificate.

I further agree to accept said Beneficiary Certificate subject to such laws, rules and regulations as now exist, or may hereafter be adopted by the Order.

I also agree, that said Beneficiary Certificate, to be issued hereon, shall have no binding force whatever, until I have received the Workman Degree, and until countersigned by the Master Workman and Recorder of—Lodge, No.—

I hereby authorize and direct said Beneficiary Fund, at my death, to be paid to _____ of _____ Province of _____, bearing relationship to myself of _____ and whose receipt at my death, to the Grand Lodge of the Jurisdiction of the Province of Ontario, Ancient Order United Workmen, shall cancel in

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full all obligations existing under the aforesaid Beneficiary Certificate.

WITNESS my hand, this _____ day of _____, 18—

Attest : _____ *Applicant*
 _____ *Recorder*

AMOUNT TO ACCOMPANY APPLICATION

6. Each applicant upon signing the aforesaid application, shall pay to the Financier the sum of two dollars, one dollar for the Beneficiary Fund, and one dollar for the Beneficiary Certificate. The dollar for the certificate to be forwarded by the Recorder of the Subordinate Lodge to the Grand Recorder, together with the Medical Examiner's report and the application for the certificate.

APPLICATION OF SUSPENDED MEMBERS FROM OTHER JURISDICTIONS

7. An applicant for membership in this Jurisdiction who is a suspended member of a Lodge in another Jurisdiction over six months for non-payment of assessments or dues and a resident for one year within the bounds of this Grand Lodge, shall make application in the same form, be subject to the same requirements and pay the same fees as a new applicant for membership in the Order. He shall surrender his old Beneficiary Certificate or satisfactorily account for the loss of it, receive the same obligation as a new member, but need not have the degrees conferred upon him. He shall make the application for a Beneficiary Certificate required of a Junior Workman and pay the fee therefor, and the one dollar for the Beneficiary Fund. As soon as he is admitted, the Recorder shall notify the Grand Recorder, forward to him the old Beneficiary Certificate or the proof of its loss; the Grand Recorder shall forward it to the Recorder of the Lodge of which he had been a member or if that be defunct, to the Grand Recorder of the Jurisdiction which issued it.

CERTIFICATES TO BE GRANTED BY GRAND LODGE ONLY

8. This Grand Lodge shall issue through its Subordinate Lodges all the Beneficiary Certificates to the members of Subordinate Lodges within its bounds. No one can remain a member without having a Beneficiary Certificate. Each Beneficiary Certificate shall be in form and substance as follows :

BENEFICIARY CERTIFICATE.

THE GRAND LODGE OF THE JURISDICTION OF THE PROVINCE OF ONTARIO, ANCIENT ORDER OF UNITED WORKMEN.

No. ————— \$2,000.

This Beneficiary Certificate, issued by the authority of the Supreme Lodge of the Ancient Order of United Workmen, witnesseth: That Bro. —————, a Workman Degree member of Lodge, No. ———— of said Order, located at ————— in the Province of ———— is entitled to all the rights, benefits and privileges of membership in the Ancient Order of United Workmen of the Jurisdiction of the Province of Ontario, and to participate in the Beneficiary Fund of the Order, to the amount of two thousand dollars, which sum shall at his death be paid to ————

This Certificate is issued upon the express condition that said ———— shall, in every particular, while a member of said Order comply with all the Laws, rules and requirements thereof. And upon this further condition, that the rights of the person or persons appointed by the said ———— to receive the said two thousand dollars shall be subsidiary to the same rights and privileges, and to no other or greater extent than the said ———— could or might have or claim under the said Certificate were the same made payable to himself personally.

It is also understood and agreed upon that the conditions set forth in the application for this certificate are the conditions upon which Brother ———— is entitled to participate in the Beneficiary Fund of the Order. And that any violation of said conditions renders this Certificate null and void, and that the said Grand Lodge shall not then be liable for the above sum or any part thereof.

In witness whereof the Grand Lodge of the Jurisdiction of the Province of Ontario, Ancient Order of United Workmen, has caused this Certificate to be signed by the Grand Master Workman and Grand Recorder, and the seal thereof to be attached, this ———— day of ————, one thousand eight hundred and ————

[SEAL] —————, G.M.W.

Attest: —————, G. Recorder.

WE, the undersigned M. W. and Recorder of ———— Lodge, No. ————, do hereby countersign this Certificate and attach the seal of this Lodge hereto, rendering the

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_____, G.M.W.
Recorder.
Recorder of _____
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same valid and in full force, this _____ day of _____
18—.

[SEAL, Sub. Lodge.] _____, M.W.

_____, Recorder.

All Beneficiary Certificates shall have printed on the back thereof a blank form for change of Beneficiary. A blank form for the receipt of the Beneficiary money and release of the Grand Lodge when done, and a list of the offences which have for their punishment suspension or expulsion, after due trial and conviction.

RULES FOR DESIGNATING BENEFICIARIES

10. In filling up applications for Beneficiary Certificates or applications for change of Beneficiary Certificates, Recorders will observe the following rules in naming the Beneficiary or Beneficiaries, viz :

a. Care must be taken to see that the person or persons of a member's family legally dependent upon him should be the ones to whom the money is pledged. A married man must name wife, giving full name, or wife and children. Children's names need not be given, except less than all are selected, in which case the full name or names must be given. He may name a Trustee for either of these directions, but the person or persons for whom the Trustee is named must be given and the relationship stated.

b. A single man with children must select the children or one of the children and give full names. If Trustee is named, the child or children for whom the Trustee is to hold, shall be named. If the children all be of age, and the member be compelled to make his home with some person not a relative, or desires to name someone who is a part of his household, he may do so. Such a Beneficiary stands in the relation of a friend. The Lodge in such cases shall certify to the facts and inclose the certificate with the application to the Grand Recorder

c. A single man without family desiring to make some lady his Beneficiary may do so by giving her name in full and designating her as friend.

d. A single man without family may name his father or mother—one or both. If neither be living, then any other relative or relatives, friend or friends, between whom and himself there is some family or other dependent relation, other than that of creditor. In such case the Lodge certifies to the facts and forwards the certificate with the application to the Grand Recorder.

e. No member or applicant for membership shall be permitted to name any creditor as his Beneficiary.

CHANGE OF BENEFICIARIES

11. Any member desiring to change his Beneficiaries may do so in the following manner: He shall fill out the blank form on the back of his Beneficiary Certificate authorising the change; he shall have his signature attested by the Recorder of his Lodge and the seal of the Lodge attached thereto or attested before a civil officer under his official seal, when the member cannot sign in the presence of the Recorder. When this is done he shall deliver or cause to be delivered his Beneficiary Certificate to the Recorder of his Lodge, together with a fee of fifty cents. The Recorder shall approve, attest and affix the seal of the Lodge thereto and forward the said Certificate and fee to the Grand Recorder, who shall, if the directions be within the provisions of Section 10, make a record of the change on the books of the Grand Lodge, and shall issue a new Beneficiary Certificate in lieu thereof, payable as directed on the back of the one surrendered. The new Beneficiary Certificate shall bear the same number as the old one, and have marked on it, "Issued to change Beneficiary," (or "Beneficiaries," as the case may be) and the change shall take effect from the date of its issue, the old one shall be safely filed and preserved.

DUPLICATE CERTIFICATES

12. When a member has lost his Beneficiary Certificate, or it has been destroyed, he may have a duplicate issued by filing with the Grand Recorder, through the Recorder of his Lodge, an affidavit made before and acknowledged by an officer authorised to administer oaths, setting forth the loss or destruction of the original Beneficiary Certificate, stating time, place and circumstances of the destruction or loss, and if the latter averring that he has been diligent in the search for it, and that he does not know where it is. He shall also execute a release to the Grand Lodge in such form as may be provided for that purpose, of his rights, benefits and privileges to and under said lost or destroyed certificate, and also release of all rights, benefits or claims of his beneficiary or beneficiaries under the same, and the original certificate shall thenceforth be null and void. Duplicates must have the same number and be made payable to the same beneficiary or beneficiaries as the original. A lost original Beneficiary Certificate found after a duplicate has been

issued must be sent to the Grand Recorder.

DELIVERY OF BENEFICIARY CERTIFICATE

13. The Beneficiary Certificate issued to every member by this Grand Lodge shall be delivered to him at the time of receiving the Workman Degree, except only on the institution of a new Lodge or when a member has received both degrees upon the same stated meeting night under a dispensation for that purpose first stated and obtained. The date of countersigning the Beneficiary Certificate by the Master Workman and the Recorder shall be the date of conferring the Workman Degree. Except in cases of conferring both degrees by dispensation no Lodge shall proceed to confer the Workman Degree until the Beneficiary Certificate of the initiate is in possession of the Recorder of the Lodge ready to be countersigned and delivered. In the absence of either the Master Workman or the Recorder, the Master Workman and Recorder *pro tem.*, shall countersign the Beneficiary Certificate, with the words *pro tem.* placed after the signature.

WHEN RIGHTS OF MEMBERS ACCRUE

14. Each and every member of the Order shall be entitled to all the rights, benefits and privileges of the Order from the date of regularly receiving the Workman Degree.

JUNIOR WORKMAN FAILING TO ADVANCE

15. Any Junior Workman failing, from any cause, to receive the Workman Degree within three months from the date of receiving the Junior Workman Degree, shall not be eligible to receive said Workman Degree. The name of such Junior Workman shall be stricken from the roll of the Lodge, and all money paid by him into the Lodge treasury shall be forfeited and become the property of the Lodge, and the Beneficiary Certificate at once forwarded to the Grand Recorder. Should he at any future time desire to become a member of the Order he must comply with and be subject to all the conditions required of an applicant for membership the same as though he had never made an application. His re-application must be in the Lodge to which he first applied or have its consent thereto. If defunct, then the consent of the Grand Master Workman must be had before his application can be lawfully entertained.

REGISTER OF BENEFICIARY CERTIFICATES

16. The Grand Recorder shall keep a separate and distinct account with each Subordinate Lodge, showing a full register of each Ben-

eficiary Certificate issued, and to whom in each Lodge, and from the monthly reports of the Subordinate Lodges he shall keep a full record of the status of the members.

CALLS AND ASSESSMENTS 17. Whenever the Beneficiary Fund in the hands of the Grand Receiver shall have been reduced to a sum less than two thousand dollars, or when, by reason, of unavoidable delay in the payment of Beneficiary claims the balance of Beneficiary Fund in the hands of the Grand Receiver would, by the payment of the said Beneficiary claims, be reduced to a sum less than two thousand dollars, then it shall be the duty of the Grand Recorder to call upon the Subordinate Lodges to forward the Beneficiary Fund in the hands of their Receivers and, at the time of making such call, to make an assessment of one dollar upon each member of the Order who received the Workman Degree previous to the date of the death upon which the assessment is made.

CALLSWHEN AND HOW MADE 18. Every call made upon Subordinate Lodges to forward Beneficiary Funds shall be dated upon the first day of the month, shall contain a list of all the Brethren who have died in good standing since the last call was made. This list shall contain the name and number of the Lodge, date of joining, age at death, length of time a member, cause of death and all necessary instructions relative to forwarding the funds called for, and shall, in every case, receive the approval of the Grand Lodge Committee on Finance. The issuing of such call shall constitute the making of an assessment.

TWO OR MORE CALLS 19. Should it be necessary for two or more calls to be made on the Subordinate Lodge for Beneficiary Fund at one and the same time the money on hand shall be forwarded as required by law in response to the first call, and the amount due on all remaining calls shall be forwarded to the Grand Recorder on or before the first day of the following month, and shall be for each member in good standing on the 28th day of the month in which the assessments for the second call were due and payable.

FAILURE TO FORWARD 20. Any Subordinate Lodge failing or declining to make returns as above, so as to insure their receipt, by the Grand Recorder on or before the 8th day of each month, shall again be notified by the Grand Recorder and said second notice shall be mailed to the Master Workman,

the Foreman, and the Recorder of such Lodge in arrears, and should such returns fail to be made on or before the 15th day of the same month, all certificates under the Jurisdiction of said Lodge shall stand suspended until said returns are made.

**ASSESSMENT NOTICES
HOW GIVEN AND DUTIES
OF FINANCIERS**

21. The issuance of the notice of assessment by the Grand Recorder as herein before provided for, shall constitute his order to the Financiers to make an assessment upon all the members of the Workman Degree of their respective Lodges, who are liable on such assessment. Written or printed notices of such assessments, containing a full list of the Grand Recorder's notice, shall be sent through the mail or delivered in person by the Financier not later than the 8th day of the month in which the same is due and payable. Financiers shall keep a mailing register of the members of their respective Lodges, in manner and form as prescribed by the Grand Lodge, in which shall be entered the day on which each assessment notice was mailed to the last recorded address furnished by the member. Service through the mail shall be equivalent to personal service and thereafter no further or other evidence shall be required to show that the said notice came actually to the personal knowledge of any member, but the proof of such mailing shall be final and conclusive proof against any such member that he has received the said notice.

**ASSESSMENTS FOR
RELIEF FUND AND
HOW PAID**

22. Assessments for the Relief Fund made under General Law XI of the Supreme Lodge shall either be paid out of the General Fund of the Subordinate Lodge or assessed upon the members and collected in the same manner and under the same rules and regulations as are herein prescribed for the collection of the calls for the Beneficiary Fund of this Jurisdiction.

**BENEFICIARY FUND
HOW FORWARDED**

23. When a call is made by the Grand Recorder on the Beneficiary Fund in the hands of the Receivers of the Subordinate Lodges, it shall be the duty of such Receivers to forward said Beneficiary Fund to the Grand Recorder within seven days from the date of the notice issued by the Grand Recorder, calling for said fund to be forwarded. All calls being drafts on said fund, must be honored by the Receivers as soon as the

Financier and Recorder of the Lodge have made up the report.

**FUNDS TO BE KEPT
SEPARATE**

24. All moneys collected from the members by Subordinate Lodges shall be placed in their respective fund accounts, and it shall be the duty of each Subordinate Lodge to see that the various fund accounts in its possession are kept separate and distinct.

**BENEFICIARY
CLAIMS,
HOW PAID**

25. Whenever the Grand Recorder shall receive official notice and proof of the death of a member in good standing, entitled to all the rights, benefits and privileges of the Order, he shall refer the same to the Committee on Finance, and when approved by them, a warrant shall be drawn upon the Grand Receiver in favor of the beneficiary of such deceased member, and the said warrant shall be forwarded by the Grand Recorder to the Recorder of the Subordinate Lodge of which the deceased was a member, with all the necessary instructions.

**PAYMENT TO
BENEFICIARIES**

26. Whenever the Grand Recorder shall forward a warrant payable to the beneficiaries of a deceased member, it shall be the duty of the Master Workman and Recorder of the Subordinate Lodge to deliver the same to the party or parties entitled to receive it; see that the Beneficiary Certificate issued to the deceased is properly receipted and forwarded to the Grand Receiver, with any other papers that may be necessary to be executed. After the warrant shall be paid, the Grand Receiver shall file the said Beneficiary Certificate in the office of the Grand Recorder.

**BENEFICIARY FUNDS
HOW REMITTED AND
RECEIPTED**

27. All Beneficiary Funds forwarded to the Grand Recorder shall be sent by check, draft or post-office order, payable to the Grand Receiver, costs of collections in all cases shall be paid by the Subordinate Lodges. The Grand Recorder shall make a proper record of the same upon the books of the Grand Lodge and transmit such collections to the Grand Receiver, who shall receipt to the Lodges for the same, and shall forward the said receipts to the Grand Recorder, who shall countersign and forward them to the Subordinate Lodges entitled to receive them.

**MONTHLY
STATEMENTS**

28. The Grand Recorder shall, on or before the 20th day of each month, make a full statement of all receipts and disbursements of beneficiary and other funds for the

preceding month ; submit the said statement to the Committee on Finance for examination and attestation, have the same printed and send one or more copies to each Subordinate Lodge.

29. It shall be the duty of Recorders of Subordinate Lodges :

DUTY OF RECORDERS

1. To notify the Grand Recorder of all Candidates who have been rejected by the Investigating Committee, or by ballot, immediately after such candidates have been rejected and when notifying the Grand Recorder of such rejection to forward to him the medical examinations of such candidates, and to inform him of the manner and date of such rejections.

2. To forward to the Grand Recorder the medical examinations and applications for Beneficiary Certificates of all applicants for initiation, immediately after they have received the Junior Workman Degree, together with the prescribed fee of one dollar for each and every application.

3. To forward to the Grand Recorder the medical examinations and applications for Beneficiary Certificates of all applicants for membership by card from Lodges in other Beneficiary Jurisdictions, immediately after they have been elected to membership, with the prescribed fee of one dollar for each application.

4. To attest all Beneficiary Certificates issued to members of the Lodge, affix the seal of the Lodge thereto, and make a record of the same in the Beneficiary Certificate Register of the Lodge on the night the Workman Degree is conferred.

5. To forward the Beneficiary Certificates issued for Junior Workman Degree members who have failed to advance to the Grand Recorder.

6. To record as suspended, on the Beneficiary Register of the Lodge, all members who fail to pay their assessments on or before the twenty-eighth day of the month in which the assessment was made.

7. To record the Beneficiary Certificates of all members annulled who have been suspended for the non-payment of Beneficiary or Relief Fund assessments for a period of six months ; to report the fact to the Grand Recorder in the next monthly report, and to the Lodge at its first stated meeting thereafter.

8. To make due and proper record of all suspensions; re-instatements, expulsions, transfers of membership into or out of the Lodge, and such other matters as may be

necessary from time to time, upon the Beneficiary Certificate Register of the Lodge, and to see that the same are recorded, at the proper time, in the monthly report of the Lodge.

9. To see that the death report and proofs of Beneficiary Claims are made out upon the blanks, provided for that purpose by the Grand-Lodge, upon the death of any member of the Lodge in good standing.

10. To notify the Recorder of any Lodge whenever any member of such Lodge has been admitted to membership upon the clearance card issued by such Lodge, and inform such Recorder and the Grand Recorder of the date of such election.

11. To forward the cancelled Beneficiary Certificates of all members admitted by card from Lodges in other Beneficiary Jurisdictions to the Recorder of the Lodge issuing the card ; immediately after the member presenting the card has been elected to membership notify the Grand Recorder, and to inform such Recorder of the date of such election, and at the same time forward any Beneficiary or Relief Fund assessments due for a Jurisdiction and collected from such applicants.

12. To attest the signatures of all members when filling out the blank on the back of their Beneficiary Certificates for the purpose of making a change in their beneficiaries ; see the direction is within the provisions of Section 10 ; to affix the seal of the Lodge thereto, and to forward the certificates to the Grand Recorder, together with a fee of fifty cents.

13. To mail to the Grand Recorder on or before the first day of each calendar month the monthly report of the Lodge, for the month just closed.

14. To make out the remittance blank whenever it is necessary to forward Beneficiary Funds to the Grand Recorder ; to obtain from the Receiver a draft or postoffice order for the amount to be forwarded, payable to the Grand Receiver, and forward the same to the Grand Recorder before the eighth day of the month in which the notice from the Grand Recorder was issued, or in which a second call is due.

DUTY OF FINANCIERS 30. It shall be the duty of Financiers of Subordinate Lodges :

1. To charge all assessments made against each member liable for the same in a book for that purpose (in manner and form as provided by the Grand Lodge) under date not later than the eighth day of the month in

death which occurred subsequent to the day on which he received the Workman Degree, and each member admitted by card from another jurisdiction shall be liable for all assessments made upon a death which occurred on the day following the date of his election to membership in the Lodge in which he deposited his card.

**SUSPENSION FOR
NON-PAYMENT OF
ASSESSMENTS**

33. Any member failing or neglecting to pay all assessments made upon him for the Beneficiary or Relief Funds, to the Financier of the Lodge of which he is a member, on or before the twenty-eighth day of the month in which said assessments are made, shall stand suspended from all the rights, benefits and privileges of the Order from and after that date, and shall not be re-instated except as herein provided.

**CONDITIONS OF
RE-INSTATEMENT**

34. Any suspended member who has forfeited all his rights by reason of non-payment of dues or assessments for the Beneficiary or Relief Funds may be re-instated, if he be living, at any time within a period of three months from the date of such suspension, upon the following conditions, and none other, that is to say:—

He shall pay all assessments that have been made during that time, including the one or more on account of which he had rendered void his said certificate together with his dues to date, and the Financier shall report the same to the Lodge at its next stated meeting; such report, however, is not to be a condition precedent to the re-instatement, but it is hereby expressly declared that the death of a member while so suspended, and during the said three months, shall disentitle him to be restored into good standing or to have his said certificate renewed by payment of any assessments or dues either of the one or more for which he had caused his said certificate to be made void, or those that shall have been made against him during the said period of three months, and payment or tender by his personal representative or representatives during the said period shall in no case be held to restore the said member into good standing in the Order or to renew the said certificate.

**RE-INSTATEMENT
AFTER THREE
MONTHS**

35. Any suspended member who fails to be re-instated within three months from the date of his suspension, may be re-instated upon compliance with the following terms and conditions:—
He must be examined and recommended for re-

instatement by the Medical Examiner of his Lodge as in the original instance. His medical examination and application for re-instatement must be approved by the Grand Medical Examiner. He must deposit with the Financier of the Lodge all assessments made during the time that he has been suspended, including the assessments, for the non-payment of which he was suspended, and the pending assessments and the dues due to date. He must obtain the consent of the Lodge to his re-instatement by a majority vote. The Recorder must at once forward the approved medical examination to the Grand Recorder.

**ANNULMENT OF
BENEFICIARY
CERTIFICATE**

36. Any suspended member, who is not re-instated within the period of six months from the date of his suspension, shall not be entitled to the privilege of re-instatement under the preceding provisions. His Beneficiary Certificate shall be annulled, and he shall not be re-admitted to membership except as herein provided.

**RE-INSTATEMENT
AFTER ANNUL-
MENT**

37. Any suspended member, whose Beneficiary Certificate has been annulled, desiring to be re-instated, if under fifty years of age,

shall make application in the same manner and form as that prescribed for admission to membership, and shall comply with and be subject to all the conditions necessary thereto, except that, in lieu of initiation fees, he shall pay the sum of eight dollars for the back Beneficiary Fund, in addition to the two dollars to the General Fund of the Subordinate Lodge. A new Beneficiary Certificate shall not be issued in such cases, but the re-instatement shall revive the Beneficiary Certificate originally issued to such member. Such re-instatement may be made only by the Lodge of which the applicant was a member at the date of his suspension, unless such Lodge is defunct, or the applicant is a suspended member of another Beneficiary Jurisdiction, and has been so suspended more than six months, and has resided one year within the Jurisdiction of this Grand Lodge. In all such re-instatements the applicant shall be required to take the obligations but need not have the degree lectures. The back beneficiary money shall be forwarded to the Grand Recorder with the next assessment call.

**RE-INSTATEMENTS
TO BE REPORTED**

38. Whenever any suspended member shall be re-instated, in accordance with the laws govern-

ing such re-instatement, the re-instatement certificate or

medical examination, as the case may be, shall be forwarded immediately to the Grand Recorder, and the reinstatement shall be recorded, under its proper head, in the next monthly report of the Lodge.

REJECTION 39. In the event of any applicant for reinstatement being rejected, the fees—except the medical examination fees deposited with the Lodge—pending the result, shall be returned to him.

WHEN RIGHTS ARE FORFEITED 40. When a member shall be suspended or expelled from the Order, for any cause whatever, he forfeits all rights, benefits and privileges, and his beneficiaries thereby lose all right to any portion of the Beneficiary Fund.

TRANSFER OF MEMBERSHIP 41. Any member transferring his membership from one Lodge to another by Clearance Card, shall pay the assessments pending at the time of the transfer to the Lodge from which he received his Clearance Card, and it shall be one of the duties of the Investigating Committee to ascertain that the pending assessments are paid to the Lodge issuing the card, previous to making report to the Lodge upon the application referred to them, and the said assessments shall be forwarded to the Grand Recorder, by the Lodge collecting the same, in the usual manner. The same rule shall be observed as to assessments due by members seeking admittance from other Beneficiary Jurisdictions except that the assessments collected shall be forwarded, less cost of exchange, to the Lodge from which the card was issued. Sections 53, 54 and 56 Subordinate Lodge Constitution.

ASSESSMENT NOTICES 42. When an assessment has been made upon the members by the Grand Recorder, and due notice of the same has been received by the Lodge, it shall be the duty of the Lodge to see that the assessment notices are duly issued to the members, and that the assessment is duly collected from each member liable therefor.

ENTRY ON MINUTES 43. Whenever the Beneficiary Fund in the hands of the Receiver of any Subordinate Lodge is forwarded to the Grand Recorder, a record of the fact shall be made on the records of the Lodge at its next stated meeting.

MONTHLY REPORTS 44. It shall be the duty of each Subordinate Lodge to make a monthly report to the Grand Lodge, which report shall be filed on the twenty-eighth day of each month, and sent

may be, shall be forwarded to the Grand Recorder, and the recorder under its proper head, in the Lodge.

of any applicant for re-employment, if rejected, the fees—fees deposited with the applicant shall be returned to him.

any member shall be suspended from the Order, and whatever he forfeits all his beneficiaries therefrom the Beneficiary Fund.

any member transferring his membership from one Lodge to another, shall pay the amount of the transfer to the

Clearance Card, and the Investigating Committee's assessments are paid to the member making report to the Grand Recorder.

the same, in the usual manner observed as to assessments, and the remittance from other Lodges, to the Grand Recorder.

of exchange, to the Grand Recorder. Sections 53, 54 of the Constitution.

assessment has been made by the Grand Recorder, notice of the same shall be the duty of the Grand Recorder.

nt notices are duly given, and assessment is duly made therefor.

Beneficiary Fund in the case of any Subordinate Lodge, the Grand Recorder, shall have the records of the

of each Subordinate Lodge, shall have its Charter suspended by the Grand Master Workman. He may re-instate the Charter under provisions of Section 56 of the Grand Lodge Constitution.

to the Grand Recorder on or before the first day of the succeeding month.

CONTENTS OF MONTHLY REPORTS

45. The monthly report required to be made by each Subordinate Lodge shall contain the following information: The amount collected from the members on current or back assessments; all suspensions, deaths, withdrawals, annulments of Beneficiary Certificates, re-instatements and initiations; and in the case of each suspension for non-payment of assessments, record shall be made of the manner of service of the assessment notice, the date when the notice was served, and the last known post office address of the member suspended, this record shall be certified to by the Financier and attested by the Recorder, on a blank provided for that purpose on the report.

FORWARDING REPORTS

46. The monthly report shall be made up by the Financier and Recorder upon the regular blank provided for that purpose, and shall be mailed by the Recorder, to the Grand Recorder, on or before the first day of each calendar month, and should said report fail to reach the Grand Recorder on the seventh day of said month, it shall be the duty of the Grand Recorder to call upon the Recorder of each delinquent Lodge, by telegram or otherwise, to forward said report forthwith. Should the report of any Lodge fail to reach the Grand Recorder by the fifteenth day of the month, it shall be the duty of the Grand Recorder to notify the Master Workman of the Subordinate Lodge thus delinquent, of the fact immediately, and it shall be the duty of the Master Workman to obtain such report forthwith and have it forwarded to the Grand Recorder. In case more than one assessment is called, the remittance of each of them shall be accompanied with a report. In months in which no assessment is called, a report shall be made as if there was an assessment, except the blank for current assessment shall not be filled.

FAILURE TO FORWARD REPORTS

47. Any Subordinate Lodge failing to make a monthly report, when required to do so by the Grand Master Workman, shall have its Charter suspended by the Grand Master Workman. He may re-instate the Charter under provisions of Section 56 of the Grand Lodge Constitution.

MEMBERS TO BE NOTIFIED 48. Whenever any Subordinate Lodge shall have its Charter suspended for failure to make its monthly report or to pay assessment or calls made upon it as required, it shall be the duty of the Grand Master Workman to cause each member of the Lodge to be notified of the fact by letter mailed to the last known post office address of each member.

AGENCIES OF OFFICERS 49. The officers of Subordinate Lodges shall be and are the agents of the Grand Lodge in the transaction of all the official business required of them by this General Law. The duties of the Financier or other officers of a Subordinate Lodge connected with re-instating members or the deposit or the transmission to the Lodge of the moneys required, creates no responsibility upon the Grand or Subordinate Lodge until all the laws relating to the re-instatement have been complied with.

II.

SUB-LODGES NOT TO BE INCORPORATED Subordinate Lodges in this Jurisdiction cannot be incorporated. They cannot acquire real estate without the consent of the Grand Lodge, or the Grand Master Workman.

III.

CANNOT BORROW MONEY Subordinate Lodges cannot borrow money for any purpose without the consent of the Grand Master Workman or the Grand Lodge.

IV.

MEMBERS MUST REPORT CHANGE OF ADDRESS. Members must promptly report changes in their post office address to the Financier. Any injury to their membership rights resulting from a failure to comply with this law shall be the result of the member's own negligence.

V.

NOTICES—HOW SERVED. All notices required to be served on Lodger, Officers of Lodges, or on members shall be in writing or on printed forms, the blanks to be filled in writing, or in printed circulars, and either served in person, by deputy, or mailed to the last known post office address.

VI.

COMMITTEES.

1. The first named member of a committee shall be chairman. It shall be his duty to convene the Committee promptly. Each member shall obey the summons unless absent or physically unable. Absence or inability to serve on the part of any member of a Committee shall be reported to the officer appointing the Committee, who shall remove the member and appoint another to fill the vacancy. In the absence of the chairman the Committee shall choose of their number a chairman *pro tem*.

2. Committees shall promptly discharge the duties assigned them. They shall have power to call for such books and papers as they may deem necessary to a correct understanding of the matter or subject under consideration. Every member of the order notified to appear before a Committee, or to produce books and papers or other articles in his possession or under his control, shall attend at the time and place specified and continue his attendance until dismissed, or subject himself to the penalties prescribed in section 84 of the Subordinate Lodge Constitution.

3. The report of a Committee may be made unanimous by a majority, or a majority and a minority report may be made, but shall be in writing.

4. Committees may contract such obligations as the nature of the business on which they are appointed may require, within the restrictions provided by the laws of the Order or the resolution under which they may be appointed, and the body creating them shall pay such amounts before the Committee can be finally discharged. The usual fees for mileage and per diem shall be allowed and paid to each member of a Standing or Special Committee.

VII.

REGISTER OF EXPELLED MEMBERS.

It shall be the duty of the Recorders of Subordinate Lodges to send to the Grand Recorder, with their monthly returns, the names of all brethren expelled from the Order for any cause whatever, and the Grand Recorder shall keep a register of said names, and forward the same with his monthly statement to the Supreme Recorder, and the Grand Recorder shall send a list of said

names to all Subordinate Lodges under their respective jurisdictions, with their monthly statements, and the Recorder of each Subordinate Lodge shall immediately upon the receipt of the same enter said names in alphabetical order in a book provided for that purpose.

VIII.

RIGHT OF VISITING. Any Workman Degree Member in good standing shall have the right to visit any Subordinate Lodge by proving himself in the semi-annual password and the unwritten work of the Order.

IX.

D. G. M. WORKMAN TO GIVE BOND The Grand Master Workman shall require bonds of Deputy Grand Master Workmen in the form prescribed by the Grand Lodge, and in such penal sum as he may deem sufficient, and with such surety as he approves, whenever any money or property shall come into their hands. He may waive this law whenever he may wish to do so, as to a special instituting officer, appointed to institute a new Lodge, or reconstitute a defunct Lodge.

X

CONVOCATIONS. 1. Each Grand Master Workman shall hold convocations of the Grand Lodge during his term, at such places as he may deem most conducive to the welfare of the Order.

2. At such meetings he shall organize a special session of the Grand Lodge for the purpose of conferring the Grand Lodge Degree upon brothers entitled to the same, and hearing reports and suggestions for the good of the Order.

3. He shall make (or cause to be made) a minute of each meeting in book for such purpose, and make (or cause to be made) a copy of such minute, and forward it with the credentials of the Past Master Workman, Recorders, Financers and Receivers upon whom he confers the degree, to the Grand Recorder, who shall enter their names in his list of Past Master Workmen who have received the Grand Lodge Degree.

XI.

STATISTICAL AND OTHER FORMS.

The Grand Master Workman and the Grand Recorder, in conjunction with the Committee on Finance, shall prepare all the forms required under these Constitutions and General Laws. The forms for statistical uses shall in every practicable respect conform to those of the Supreme Lodge, used for similar purposes.

XII.

AMENDMENTS. These Constitutions and General Laws shall not be altered, amended or repealed unless such alteration, amendment or resolution to repeal shall be proposed in writing, signed by five Representatives and submitted to the Grand Lodge at a stated meeting, or to the Grand Master Workman at least three months before the next stated meeting of the Grand Lodge. All such proposed alterations, amendments or resolutions to repeal shall be considered at the next stated meeting of the Grand Lodge after they have been proposed. A copy of the same shall be sent to each Subordinate Lodge at least two months before the meeting of the Grand Lodge. It shall require a two-thirds majority of the enrolled Representative vote at the stated meeting when it is considered to adopt any alteration or amendment; or effect the repeal of either of the Constitutions or the General Laws. Any alteration, amendment or resolution to repeal, approved by a two-thirds majority as herein set forth, and by the Supreme Lodge, as provided by the laws thereof, shall take effect from the date of such approval, and repeal all parts of said Constitution and General Laws in conflict therewith. Provided, however, that such amendments as become necessary to conform to the Laws of the Supreme Lodge shall be promulgated by the Grand Master Workman at least three months before the date of the next stated meeting of the Grand Lodge, and be presented as other amendments. Provided, that these Constitutions and General Laws shall not be amended, altered or repealed for the space of five years, unless the provisions of the Supreme Lodge shall render the same absolutely necessary; or unless the same shall be made at the stated meeting of the Grand Lodge next succeeding the present meeting.

XIII.

STANDING REGULATIONS The Grand Lodge may adopt Standing Regulations, containing all the matters which may be best to omit from the Constitution and General Laws and not inconsistent therewith, and for the purpose of carrying any of the provisions of the same into effect. It can alter, amend or abrogate the same by a majority of the enrolled Representative vote.

STANDING REGULATIONS.

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- PENALTY OF BONDS** 1. The penalty of the bond of the Grand Recorder shall be \$10,000, and that of the Grand Receiver \$20,000, and each Grand Trustee \$500.
- COMPENSATION OF OFFICERS** 2. The compensation of the Grand Master Workman shall be \$— per annum.

The compensation of the Grand Recorder shall be \$2,000 per annum payable monthly, and the same mileage as that paid to Representatives.

The compensation of the Grand Receiver shall be \$— per annum, payable quarterly, and mileage as above when in actual attendance in discharge of his necessary duties.

The compensation of the Grand Medical Examiner shall be \$— per annum, payable monthly, and mileage as above to be paid to the Grand Receiver.

The compensation of an officer shall not include any necessary clerical help, incidental office expenses, postage or expressage.

INCIDENTAL EXPENSES 3. The incidental expenses of the office of the Grand Recorder, including salaries for help, (which he shall select himself), shall be determined from time to time by the Grand Master Workman in conjunction with the Committee on Finance and Audit, provided that the expense of clerks' salary shall not exceed \$— per annum. They shall also fix those of the office of the Grand Receiver, and any needed in the office of the Grand Medical Examiner. Committees and members of Committees when serving in session or on duties requiring their absence from home shall be paid three cents per mile for each mile travelled in the shortest route, going and returning, and three dollars per day for each engaged at the place of meeting, provided their certificates show they were in actual session each day charged for. Such bills must be audited and approved by the Committee on Finance, and in the case of all Committees, except the Standing Committee, approved by the Grand Master Workman.

PER CAPITA TAX 4. The annual assessment for revenue or per capita tax under Section 34 of the Grand Lodge Constitution shall be such an amount per member, payable semi-annually as shall be adopted by the Grand Lodge.

Pass a resolution fixing Charter fee at \$100; dispensations, 50 cents each, Each Beneficiary Certificate,

§1.25. That each Chartered Lodge in this Jurisdiction, shall pay to the Grand Recorder semi-annually as dues thirty cents per capita tax for every member on the roll and supplies at scheduled prices.

5. Except the Grand Recorder, Grand Receiver and Grand Medical Examiner, the Grand Lodge officers, Representatives to the Grand Lodge (other than from the Provinces of Manitoba and Quebec or either of them) and the members of the Sub-Committees on Finance, Appeals and Laws and Supervision shall receive three dollars per diem for each day's actual attendance upon all annual and special communications, and three cents per mile for each mile travelled in going to and returning from the same, the distance to be determined by the Finance and Audit Committee upon the basis of the shortest mail route. To a Representative or Representatives, a member or members of a Committee, or an officer or officers from the Provinces of Manitoba or Quebec, or either of them, attending this Grand Lodge at its annual or any special session or sessions thereof, or any meeting of a committee in accordance with the existing Constitution thereof, this Grand Lodge shall only be liable to pay or contribute for the mileage and per diem allowance in respect to such attendance a sum not exceeding the *per capita* tax on a membership of two hundred and which shall actually be paid to this Grand Lodge during the previous year by the Subordinate Lodges respectively, which unite in sending such Representative or Representatives.

In case the *per capita* tax shall be paid upon a membership of two hundred or less, then the said Representative or Representatives shall only be entitled to receive compensation, for per diem allowance and mileage by the shortest mail route, a sum equal to the *per capita* tax of the membership (not to exceed two hundred) of such Subordinate Lodges collectively, uniting for the purpose of such representation as shown on the voters' list by the Grand Recorder at each annual session, and which he or they shall respectively represent.

In no case shall any such Representative or Representatives receive from this Grand Lodge an amount in excess of his or their actual mileage and per diem allowance respectively, as prescribed under the Laws of this Grand Lodge.

In case of the attendance of a member or members of a Committee or of an officer or officers in the official discharge of his or their duties at the the Grand Lodge Ses-

sions, either annual or special, or at a committee meeting or meetings, such member or members, officer or officers, shall only be entitled to receive such compensation as this Grand Lodge may in its discretion see fit to award or determine. Provided, that no Representative shall receive either mileage or per diem unless the dues to the Grand Lodge of the Lodge which he represents shall previously have been paid or remitted.

6. When, under any circumstances, it should be actually necessary for the Grand Master to visit a Lodge, or in the discharge of duty requiring absence from home, he shall receive the sum of three dollars per day, and three cents per mile for actual travel.

The officers and members of Standing and Special Committees, when convened by the Grand Master Workman, shall be entitled to receive mileage and per diem at the rate fixed by Clause 5 above, for actual attendance.

DISTRIBUTION OF PRINTED PROCEEDINGS 7. The Grand Recorder shall have copies of the minutes of each stated and intervening special meeting of the Grand Lodge, except the Secret Journal, and such other matters as are ordered excluded, correctly printed in pamphlet form, and promptly forward six copies to each Subordinate Lodge, and one to each officer, and one to each Representative and member of a Standing Committee of the Grand Lodge, one to each Past Master Workman in good standing in this Jurisdiction, and one to each Grand Master Workman and each Grand Recorder of sister Jurisdictions; also one to the Supreme Master Workman and to the Supreme Recorder. He shall keep and conveniently place twelve copies of each in his office for permanent use and file therein. He shall also care for the proceedings of the Supreme Lodge and the Grand Lodges of sister Jurisdictions. Subordinate Lodges shall see that the copies of the proceedings of the Grand and Supreme Lodges shall be carefully filed and kept for reference and use.

DUPLICATE CHARTERS 8. Whenever by fire or other casualty the Charter of a Subordinate Lodge becomes destroyed, the Grand Master Workman and the Grand Recorder, shall issue a duplicate free of charge. Such duplicate shall have indorsed upon it the date of issue of the original Charter and the date and cause of its destruction. Should a duplicate Charter be similarly destroyed another duplicate shall be issued free of charge, and such duplicate must be similarly

indorsed with the date of the issue of the previous duplicate also given.

**FEEES FOR
DISPENSATIONS**

9. The fee for a dispensation to confer both the degrees upon the same stated meeting night or for any other purpose, shall be fifty cents for each applicant, to be in all cases sent to the Grand Master Workman with the application. The Grand Master Workman will make return and pay the same to the Grand Recorder at the end of each semi-monthly term.

**FEEES FOR CHARTER
AND SUPPLIES**

10. The fee for a Charter and Supplies for a new Lodge shall be one hundred dollars. Supplies for a new Lodge shall include—

- 1 Charter.
- 5 Rituals.
- 20 Odes.
- 1 Set of Altar Tools.
- 1 Bible, octavo size, bound in plain leather.
- 1 Ballot-box and ball-ballots and one gavel.
- 1 Blank Affirmation Book.
- 1 Membership Roll-book, one Officer's Roll-book.
- 1 Set of Officers' Badges.
- 25 Constitutions, except where the charter list requires more than one for each signer and ten surplus.
- 75 Medical Examination blanks.
- 1 { Financier's Admission Fees and Dues Account Book.
- 1 { Financier's Beneficiary Fund Account Book.
- [These may be both included in one book.]
- 1 Financier's Mailing Register.
- 1 Blank Monthly Report Book.
- 1 Beneficiary Certificate Register.
- 1 Blank Warrant Book.
- 10 Blanks for Officers' Bonds.
- 1 Blank Book with proper headings for the Receiver's Ledger Account Book.
- 1 Blank Receipt Book for the Receiver.
- 1 Register of Expelled Members.

Lodges will not be permitted to print or prepare any of the above supplies except the Financier's Account Book and Mailing Register, the Receiver's Blank Ledger and Receipt Book, and the Blank Warrant Books, which in all cases shall be prepared in the forms prescribed for these blanks by the Grand Lodge.

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