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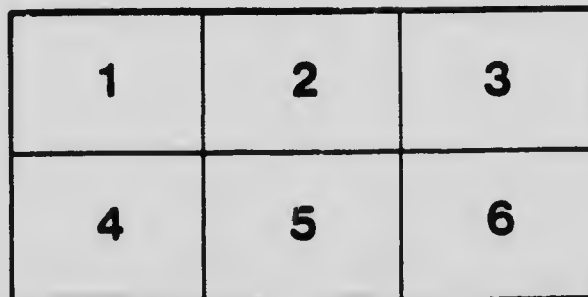
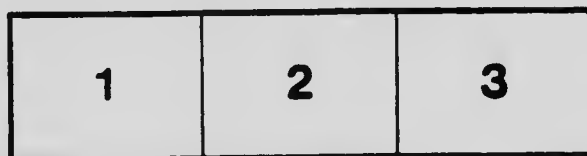
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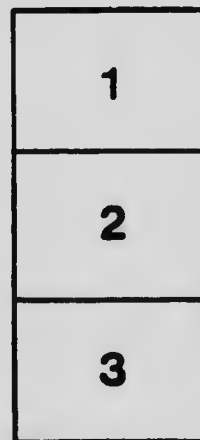
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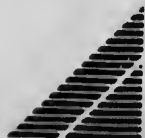
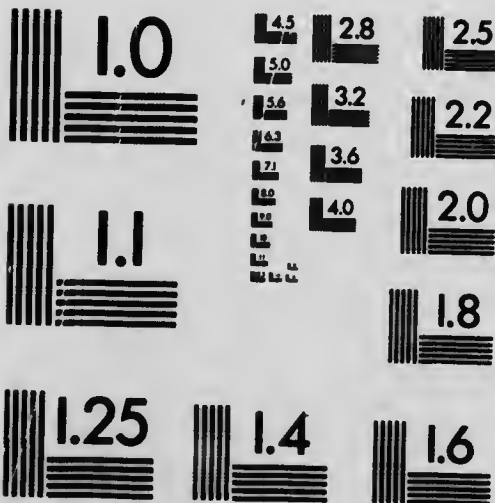
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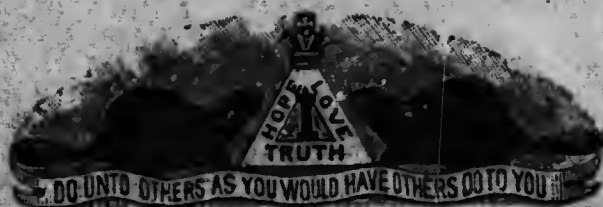


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ASSESSMENT SYSTEM.

CONSTITUTION  
OF THE  
**Royal Templars**  
of Temperance.



HEAD OFFICE OF THE ORDER:

**HAMILTON, CANADA.**

1904

18.79

# OBJECTS

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THE OBJECTS OF THIS ORDER SHALL BE

**TO PROMOTE** habits of Total Abstinence in its members and in society, and by all lawful methods to limit and destroy the traffic in alcoholic beverages.

**TO RECLAIM** those who have become victims of appetite to lives of sobriety and virtue.

**TO PROVIDE** Sick and Insurance Benefits by which the families of this Order may be comforted in bereavement and distress, and saved from penury and want.

**TO DEMONSTRATE** to all the physical advantages of Total Abstinence by showing that total abstainers have fewer attacks of and make more rapid recovery from sickness, are less liable to accident, and enjoy longer life than non-abstainers.

**TO EXEMPLIFY** a spirit of FRATERNITY which shall care for the sick and visit the widow and the fatherless in their affliction, and help one another in social and business life as occasion may offer.

**TO CULTIVATE** a high sense of HONOR in all our dealings, and a chivalrous regard for the PURITY that should characterize the relation of the sexes, recognizing that the law of Purity is equally binding upon man and woman.

**TO EVER RECOGNIZE IMMANUEL** as the Captain, Commander and Counsellor of the Royal Templar, and do nothing in our Fraternal relations unworthy of His Leadership.

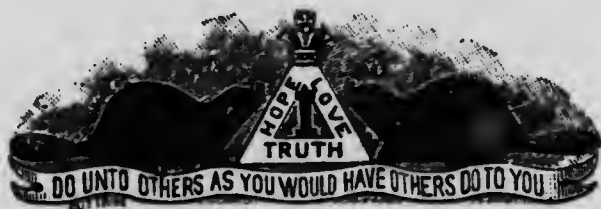
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ASSESSMENT SYSTEM.

**CONSTITUTION**  
—OF—  
**“The Dominion Council of Canada  
AND NEWFOUNDLAND,  
Royal Templars of Temperance,”**  
—ALSO OF—  
**GRAND, DISTRICT ~~AND~~ SELECT COUNCILS**

WORKING UNDER THE JURISDICTION OF  
THE DOMINION COUNCIL



INCLUDING  
**THE INSURANCE LAWS OF THE ORDER,**  
TOGETHER WITH  
**THE RULES OF ORDER AND  
CODE OF PROCEDURE.**

HAMILTON, ONT.

**1904.**

# **OFFICERS OF THE DOMINION COUNCIL**

**1904-5.**

## **Dominion Councilor**

**JAMES HALES, Toronto, Ont.**

## **Dominion Past Councilor.**

**FRANK BUCHANAN, Toronto, Ont.**

## **Dominion Vice-Councilor**

**REV. H. S. MATTHEWS, Toronto, Ont.**

## **Dominion Chaplain**

**REV. W. J. PADY, Arnprior, Ont.**

## **Dominion Secretary**

**C. V. EMORY, M. D., Hamilton, Ont.**

## **Medical Director**

**B. E. McKENZIE, B. A., M. D., 12 Bloor St. E., Toronto, Ont.**

## **Solicitor**

**ZIBA GALLAGHER, Toronto, Ont.**

## **Dominion Auditors**

**A. C. NEFF, F. C. A., Toronto, Ont.**

**W. A. EDWARDS, Hamilton, Ont.**

## **Editor**

**T. J. SHANKS, Hamilton.**

## **Additional Members of the Board of Directors**

**J. A. AUSTIN, Toronto.**

**JAS. HUGHES, Toronto.**

**REV. W. KETTLEWELL, Mount Forest.**

**GEO. H. LEES, Hamilton, Ont.**

**S. H. GRAHAM, Oshawa.**

**L. C. PEAKE, Toronto.**

## **Alternate Members**

**W. J. ARMSTRONG, Milton.**

**J. J. MASON, Bowmanville.**



ASSESSMENT SYSTEM.

CONSTITUTION  
OF  
"The Dominion Council of Canada  
AND NEWFOUNDLAND  
ROYAL TEMPLARS OF TEMPERANCE."



NAME

Sec. 1.—This body shall be known as "The Dominion Council of Canada and Newfoundland, Royal Templars of Temperance."

POWERS OF THE DOMINION COUNCIL.

Sec. 2.—(1) The Dominion Council has power to establish Subordinate Councils to be known as Grand Councils, District Councils, Select Councils and Junior Councils.

(2) It possesses the sole right and power to grant charters to its branches, and to revoke the same, and it possesses and holds original and exclusive jurisdiction over all Subordinate Councils of the Order, and without its sanction or charter no Council can be formed or continue to exist. Nevertheless no charter

### **Dominion Council Constitution.**

shall go into effect until it is countersigned by the Grand Councilor and Grand Secretary of the Jurisdiction in which the Select Council is located.

(3) It is the Supreme Tribunal of the Order and the final appellate court. It has power to receive and decide all appeals, and to redress any grievances which may arise in the Order.

(4) It has the sole right and power to make and amend the Constitution and Laws of the Order for its own government and the government of each and all of its branches.

(5) It has the sole right and power to originate and regulate the means of its own support and the support of its branches, to decide all questions arising out of the working or out of the Constitution and Laws of the Order, and the doing of all other acts necessary to promote the cause of Temperance, and to govern, regulate and forward the welfare and interests of the Order.

### **HEAD OFFICE AND PLACE OF MEETING.**

Sec. 3.—The Dominion Council shall have a permanent chartered location, in which its principal business offices shall be established, and at which its sessions shall be held, said location to be the City of Hamilton. Ont.

### **REGULAR SESSIONS.**

Sec. 4.—The Dominion Council shall hold biennial sessions, commencing on the third Tuesday in March, of each even-numbered year, at 10 o'clock in the forenoon, and shall continue in session each succeeding day (Sunday excepted), until all business coming before it is disposed of.

**HOW CONSTITUTED.**

Sec. 5.—The Dominion Council shall consist of its elected officers, its Past Councilors, its Board of Directors, and the legally elected representatives of the Grand Councils, each of whom shall be a Select member in good standing.

**QUORUM.**

Sec. 6.—No session of the Dominion Council can be opened for the transaction of business unless ten members are present.

**SPECIAL SESSIONS.**

Sec. 7.—Special sessions of the Dominion Council, for the transaction of extraordinary business, may be convened by the Dominion Councilor with the concurrence of the Board of Directors. No business other than that stated in the call shall be transacted, and not less than twenty days' notice, dating from day of mailing, shall be given each representative.

**REPRESENTATIVES.**

Sec. 8.—(1) Each Grand Council shall elect by ballot, from among its members, at its session immediately preceding the biennial session of the Dominion Council, one representative to the Dominion Council, and one additional representative for each 300 insured members in good standing in its jurisdiction on January 1st of each even-numbered year.

(2) Each Grand Council shall elect an alternate representative, or alternative representatives, provided, however, that the total number shall not exceed five. Whenever the Dominion Secretary learns that a regular representative is not able to attend a session of the Dominion Council, he shall at once notify the alternate first in order of election to fill the vacancy.

## **Dominion Council Constitution.**

(3) A certificate of election must be forwarded by the Grand Secretary to the Dominion Secretary, and a duplicate handed by the representative to the Credential Committee.

### **VISITORS.**

Sec. 9.—Any member in good standing may be admitted as a visitor to the Dominion Council.

### **SESSIONAL COMMITTEES.**

Sec. 10.—The following sessional committees shall be nominated by the Dominion Councilor, as early as possible in the session, viz., Credential, Distribution, Laws, State and Extension, Temperance and Prohibition, Appeals and Decisions, Finance and Official Organ. Special committees may be appointed by order of the Dominion Council.

### **OFFICERS.**

Sec. 11.—The officers of the Dominion Council shall be: Dominion Councilor, Dominion Past Councilor, Dominion Vice-Councilor, Dominion Chaplain, Dominion Secretary, Dominion Herald, Dominion Guard, Superintendent of Agents, Medical Director, Solicitor, Two Dominion Auditors, and Editor of Official Journal.

### **DOMINION PAST COUNCILOR.**

Sec. 12.—The retiring Dominion Councilor, provided he has served a full term, shall become the Dominion Past Councilor.

### **ELECTIVE OFFICERS.**

Sec. 13.—The Dominion Councilor, Dominion Vice-Councilor, Dominion Chaplain, Dominion Secretary, Medical Director, Solicitor and one Dominion Auditor shall be elected by the Dominion Council,

## **Dominion Council Constitution.**

### **SESSIONAL OFFICERS.**

Sec. 14.—The Dominion Herald and Dominion Guard shall be appointed by the Dominion Councilor at the opening of the Dominion Council, their term of office ending with the session.

### **OFFICERS APPOINTED BY THE BOARD.**

Sec. 15.—The Superintendent of Agents, a second Dominion Auditor, and the Editor of the Official Organ shall be appointed by the Board of Directors.

### **QUALIFICATION OF DOMINION COUNCILOR.**

Sec. 16.—No member of the Dominion Council shall be eligible for election as Dominion Councilor unless he has served a full term in some elective office of the Dominion Council, or on the Board of Directors.

### **QUALIFICATION OF OTHER OFFICERS.**

Sec. 17.—Members of the Dominion Council only shall be eligible for office, save and except for the offices of Superintendent of Agents, Dominion Secretary, Solicitor, Medical Director, Editor of the Official Organ, and Dominion Auditors. Any qualified Doctor of Medicine shall be eligible for the office of Medical Director; any properly qualified legal practitioner shall be eligible for the office of Solicitor; and one of the Dominion Auditors shall be a chartered accountant. Providing that these persons are in good standing in the Order as Select members.

### **ELECTION AND INSTALLATION.**

Sec. 18.—The election and installation of officers shall be the order of business next preceding the reading and confirmation of minutes at the last sitting of the session.

## TERM OF OFFICE.

Sec. 19.—The term of all elected officers shall be two years or until their successors are elected and installed.

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## Duties of Officers.

## DOMINION COUNCILOR.

Sec. 20.—The Dominion Councilor shall preside at all meetings of the Dominion Council and the Board of Directors; shall have a general supervision of all the affairs of the Order. He shall personally, or by deputy, institute Grand Councils, and shall appoint such deputies, officers and committees, as the laws of the Order may require, who shall perform the duties prescribed by the Constitution or such other duties as may be assigned to them from time to time, by the Dominion Councilor or Board of Directors. He may grant such dispensations as may be in the interests of the Order, provided that they do not conflict with the Constitution. He may at any time call a special meeting of the Board of Directors and shall do so if requested in writing by three members of said board. He shall sign charters for Councils and all documents and papers that require his signatur , and all orders on the bank that are legally drawn. A fac simile of his signature shall appear on all insurance certificates. He shall decide appeals and questions of law, as provided by the Constitution, which shall be a binding authority on the Order, until or unless reversed by the Board of Directors, or by the Dominion Council. He shall have power to direct any Select Council to try a member of such Council who has disobeyed the laws or rules of the Order, or when satisfied that any member has been unjustly, or illegally, suspended, removed, excluded, or expelled from any of his

## **Dominion Council Constitution.**

9

rights or privileges, in the Order by a Council, he may order that he be immediately restored; he shall have power to suspend for cause, any officer, or to suspend or revoke the charter of any Council, when it does not comply with his decision, or when in his judgment the laws of the Order require it, or revive the same upon the removal of the cause of suspension. He shall at each regular session make a written report to the Dominion Council.

### **DOMINION PAST COUNCILOR.**

Sec. 21.—The Dominion Past Councilor shall be the advisor of the Dominion Councilor, and act as installing Officer. In case of the death, resignation, absence or disqualification of the Dominion Councilor, the Dominion Past Councilor shall succeed to the office. The vacancy thus arising in the office of Dominion Past Councilor shall be filled by the Junior Dominion Past Councilor.

### **DOMINION VICE-COUNCILOR.**

Sec. 22.—The Dominion Vice-Councilor shall direct the admission of members, and in the absence of the Dominion Councilor and the Dominion Past Councilor, preside at the sessions of the Dominion Council or Board of Directors.

### **DOMINION CHAPLAIN.**

Sec. 23.—The Dominion Chaplain shall conduct the devotional exercises of the Dominion Council.

### **DOMINION SECRETARY.**

Sec. 24.—The Dominion Secretary shall keep a record of the proceedings of the Dominion Council and Board of Directors; he shall issue insurance certificates to members approved by the Medical Direc-

## Dominion Council Constitution.

tor, keeping a record of the same, and of the parties to whom benefits are payable; he shall record all suspensions and re-instatements reported to him, also the certificates cancelled and the cause thereof; he shall receive all money due to the Dominion Council and deposit the same daily to the credit of the Temporary Fund of the Dominion Council in a chartered bank designated by the Board of Directors, which funds shall be distributed monthly, or oftener if necessary, to the credit of the several departments; he shall obtain a marked duplicate of the deposit slip and without delay send or deliver the same to the Dominion Councilor; he shall keep a separate account of the General and Life Insurance Funds, the aforesaid deposits to be subject only to the order of the Dominion Councilor, drawn and attested by the Dominion Secretary: he shall publish a monthly statement of the number of Select members in good standing in each Council, the amounts received from such Councils, and the sums disbursed during the month, with the amount of deposit to the credit of the respective funds; he shall furnish all bills, cash and accounts to the Dominion Auditors for examination, and allow them at all times free access to his books, vouchers and other papers; he shall sign charters for Councils; he shall distribute all supplies and prepare annually an inventory of the same; he shall make a report quarterly to the Board of Directors of all monies received and disbursed; he shall present at the opening of each session of the Dominion Council a printed statement of all receipts and disbursements for the two previous years, a statement of the assets and liabilities, and a report of all transactions up to 31st of December of each year, showing sums on deposit, the number of Select members in good standing, the losses and gains for the year, the average age and such other statistics and information as may be of interest to the Order. Previous to entering upon the discharge of the duties



of his office, he shall file a bond with the Dominion Councilor for the sum of \$10,000, or such larger amount as may from time to time be fixed by the Dominion Council or Board of Directors. He shall have the immediate supervision of all members at large, and shall together with the Solicitor investigate and endorse all claims prior to their payment.

**DOMINION HERALD.**

Sec. 25.—The Dominion Herald shall introduce representatives and visitors, have charge of the room and property of the Dominion Council while in session, and perform such duties as the Dominion Councilor, or Dominion Council, may direct.

**DOMINION GUARD.**

Sec. 26.—The Dominion Guard shall have charge of the doors and courts of the Dominion Council during the session of that body.

**SUPERINTENDENT OF AGENTS.**

Sec. 27.—Subject to the approval to the Board of Directors, the Superintendent of Agents shall have charge of the propagation of the Insurance Department. He shall co-operate with the officers of the Grand Council in supervising and extending the Insurance Department, and for this purpose shall have power to appoint agents for propagation work at such remuneration as may be determined by the Board of Directors.

**MEDICAL DIRECTOR.**

Sec. 28.—Under authority of the Board of Directors the Medical Director shall appoint or suspend Medical Examiners. He shall examine and report upon

**Dominion Council Constitution.**

applications for insurance; he shall require further examination of any applicant by the same or another Medical Examiner, whenever he may deem it necessary, the expenses to be borne by the applicant; he shall forward every application and report, after having finally passed upon it, to the Dominion Secretary; he shall keep in a book adapted for the purpose, a record of the chief points in all reports upon applications; he shall classify all applicants, and if he considers any a desirable but not a first-class risk, may grade up to a higher assessment, or recommend a smaller benefit; he shall examine all papers and reports relating to the death of a member, and shall, when necessary, fully investigate, personally or by deputy, and report to the Board of Directors; he shall, in a suitable book, keep a record of death claims and causes of death; he shall submit at each regular session of the Dominion Council a printed report of his official acts; he shall transmit to his successor all books, records and other property pertaining to his office. If temporary absence or disability prevents the Medical Director from performing his duties, he shall appoint (subject to the approval of the Board of Directors), a substitute to perform the duties of the office pro tem.

**DOMINION AUDITORS.**

Sec. 29.—The Dominion Auditors shall examine all accounts of the Dominion Council; make a monthly audit of the books, statements, cash, vouchers and securities; check and report any apparent irregularities in expenditure, and perform such duties as are prescribed by the Ontario Insurance Act, or required by the Board of Directors. They shall immediately report the result to the Dominion Councilor.

**BOARD OF DIRECTORS—HOW COMPOSED.**

**Sec. 30.**—The Dominion Councilor, Dominion Past Councilor, Dominion Vice-Councilor, and six additional members elected by the Dominion Council, shall constitute a board to be known as the Board of Directors, and shall meet in the months of January, April, July and October, in each year, at such times and places as the Board or Dominion Councilor may decide, five of the members forming a quorum for the transaction of business. No officer of the Dominion Council in receipt of salary shall be eligible to become or be a member of the Board of Directors.

In all Grand Council jurisdictions not represented by an active member on the Board of Directors, the Grand Councilor of said jurisdiction shall be a consulting member of the Board of Directors, and it shall be the duty of the Dominion Secretary to communicate with these officers prior to every regular meeting of the Board, asking them to furnish the Board with the needs of their particular jurisdictions, and the Secretary shall send a copy of the quarterly reports to these members.

The Dominion Council shall also elect two alternates, and in the event of the resignation, death or removal from office from any cause of any of the members of the Board, the alternate first in order of election shall succeed to the position so rendered vacant.

**DUTIES OF BOARD OF DIRECTORS.**

**Sec. 31.**—(1) The Board of Directors shall, between the sessions of the Dominion Council, exercise all the executive and judicial powers thereof.

(2) Shall fill the vacancy of any elective office of the Dominion Council until the next session thereof.

**Dominion Council Constitution.**

(3) Shall determine from time to time the form and substance of the various certificates and forms required to be used in the Order.

(4) Shall hear and determine any charges against any officer or member of the Dominion Council, or of any subordinate Council, or officer, or member thereof, and may suspend from the Order any officer or member thereof. Shall review or re-hear, or retry any case or proceeding of any branch of the Dominion Council, or of any tribunal thereof, or modify, augment, reverse, or set aside any finding or decision of any such branch or tribunal. Shall suspend or revoke the charter of any Grand Council, for neglect or refusal to perform any lawful duty, or for violation of the Constitution and Laws of the Order, or for contempt of the authority or mandates of the Dominion Board of Directors or Dominion Councilor. Shall suspend or revoke the charter of any Select Council for violation of the Insurance Laws of the Order.

(5) Shall have power to summon before it any officer of a subordinate Council, and to require the production of any books or papers pertaining to the business of the Order.

(6) Shall have power to make rulings to cover any cases which are not provided for in the Constitution and Laws of the Order.

(7) Shall have full power and authority to settle any death claim, when, in its judgment, the best interests of the Order require such action. If in its judgment any such claim is not a valid one, it shall notify the claimant or claimants, and fix a time which shall not be more than ninety days from the date of such notice, when the claimants or their attorneys at the option of the Board, may appear before the Board of Directors at the head office of the Order, or some other place to be designated by

the Board of Directors, and present such evidence, either orally, or by affidavit, as they may have, to establish the justness of said claim, and the said Board of Directors shall hear and decide upon the justness or validity of such claims, and its decisions shall be binding on such claimant, unless an appeal is taken to the Dominion Council. The notice of the appeal from the decision of the Board of Directors must be filed with the Dominion Secretary within one month thereafter. The decision of the Board of Directors in all such cases shall be final, unless an appeal is taken to the Dominion Council, and until such appeal has been disposed of no suit at law or in equity shall be commenced or maintained by any member or beneficiary against the Dominion Council.

(8) Shall either by itself or by a committee of three, appointed for that purpose, consider, and in its discretion, authorize the payment of all accounts and other liabilities of the Dominion Council not otherwise provided for in the Constitution, and no account shall be paid without such authorization.

(9) Shall appoint five of their number, who shall be known as the Investment Committee.

(10) Should any member of the Board of Directors absent himself from two consecutive meetings thereof or should he remove from the territory covered by the jurisdiction of the Dominion Council, his office may be declared vacant, and unless otherwise provided for in the Constitution the first alternate elected by the Dominion Council shall be notified and become a member of the Board for the balance of the term.

(11) The Board of Directors shall report all its acts to the Dominion Council.

## Dominion Council Constitution.

### FINANCE COMMITTEE.

Sec. 32.—The Finance Committee shall be composed of the Dominion Auditors and three appointed members. They shall make out a pay roll, showing the mileage and per diem due to each member for attendance on the session of the Dominion Council, present the estimates of the year and make recommendations on matters of finance.

### TRAVELING EXPENSES AND PER DIEM.

Sec. 33.—Members of the Dominion Council shall receive their traveling expenses to and from the place at which the Dominion Council meets, and also such per diem as may be fixed by resolution. The same rule shall apply to officers and members of committees, in the discharge of their duties. Provided, however, that when Past Dominion Councilors attend as such, their traveling expenses shall in no case exceed the amount to which they were entitled when they were Dominion Councilors.

### REVENUE AND FUNDS.

Sec. 34.—The revenue of the Dominion Council shall be derived from insurance certificate fees and assessment fees, from per capita tax, from the sale of supplies, and from any other source determined by the Dominion Council.

### FUNDS MUST BE KEPT SEPARATE.

Sec. 35.—The General and Life Insurance Funds shall be kept separate and distinct, no part of either being used to meet the liabilities of the other.

### SURPLUS AND INTEREST.

Sec. 36.—When the sums received from assessments are more than sufficient to meet the claims presented, the surplus, under the direction of the Investment

Committee, shall be invested as provided by this Constitution. The interest on such surplus shall be added to the principal annually, or oftener, when practicable, except when required for the payment of claims, or legal expenses incurred in defending the life insurance fund.

### **INVESTMENT OF FUNDS.**

Sec. 37.—The Surplus Insurance Funds of the Order shall be invested in the name of the Dominion Council, in accordance with the Ontario Insurance Act, Sec. 92, in securities which are a first charge on land held in fee simple, not exceeding half the value of such property, or shall be invested in the public securities of Canada, or of any of the Provinces of Canada, or (such securities being in other respects reasonable and proper) in terminating debentures of any municipal corporation, or in the terminating debentures of any society or company incorporated under The Act Respecting Building Societies, or in terminating debentures of any society or company in which, under the law of the Province, trustees may invest trust funds; or shall remain deposited (whether with or without interest) in the name of the corporation in a post office savings bank or in any chartered bank of Canada, or in any building society or loan company in Ontario incorporated by any Act of Ontario, or of the Dominion of Canada, duly authorized to receive deposits. The Investment Committee shall invest the surplus funds of the Order controlled by the Dominion Council. They shall not at any time loan any of the funds on personal securities; they shall deposit with the Dominion Secretary all deeds, bonds, mortgages and other securities for safe keeping, and collect and pay over to him all monies derived from investments. All investments and special deposits shall be made subject to the joint signature of the Committee, and they shall promptly report all movements in the investments to the Board of Directors.

## ORDER OF BUSINESS.

## Sec. 38.—(A) For First Sitting:

1. Opening of Council.
2. Appointment of Credential Committee.
3. Report of Credential Committee.
4. Fixing hours of meeting and adjournment.
5. Appointment of Committees.
6. Appointment of Sessional Officers.
7. Reports of officers and reference of same.

## (B) For Ordinary Sitting:

1. Opening of Council.
2. Reading of Minutes.
3. Report of Credential Committee.
4. Memorials.
5. Resolutions.
6. Reports of Committees.

Any sub-sections of Sections A and B of this Article may be suspended by a two-thirds vote of the Dominion Council.

## (C) For Closing Sitting:

1. Business as per Part B.
2. Election of Officers and Committees.
3. Installation of Officers.
4. Reading and Confirmation of Minutes.

## AMENDMENTS.

Sec. 39.—This Constitution from Section 1 to Section 273 can be altered or amended only by a two-



thirds vote of the Dominion Council, and on the adoption of the report as a whole the yeas and nays shall be recorded; provided, however, that no amendment shall be entertained unless the same has been read in the Council and referred to the Committee on Laws and their supervision, and is reported there from.

**SUSPENSION OR REVOCATION OF CHARTER  
OF GRAND COUNCILS.**

Sec. 40.—(1) The charter of a Grand Council may be suspended by the Dominion Council, or for cause it may be suspended by the Board of Directors, or by the Dominion Councilor, but the charter of a Grand Council shall be revoked only by the unanimous vote of the members of the Board of Directors present at any meeting or by a two-thirds vote of the members present at any regular or special session of the Dominion Council.

(2) Whenever the charter of a Grand Council shall be suspended, or revoked, Councils in its jurisdiction shall immediately come under the exclusive jurisdiction of the Dominion Council.

# CONSTITUTION OF GRAND COUNCILS

## NAME.

Sec. 41.—A Grand Council shall bear the name of the Province or Territory over which it has jurisdiction.

## HOW COMPOSED.

Sec. 42.—It shall be composed of its elective officers, the Grand Past Councilor, members of standing committees and representatives.

## POWERS OF GRAND COUNCIL.

Sec. 43.—Within the territory covered by its charter a Grand Council shall exercise the following powers: Grant charters to Junior Councils, dispensations for the organization of District and Select Councils, suspend or revoke charters of same, foster and build up existing Councils, receive appeals, redress grievances, decide questions arising out of the Constitution and Laws of the Order, except those pertaining to the Insurance Department, compensate its officers and employees, have and exercise general supervision of the Order in its jurisdiction, co-operate with the Dominion Council and its officers in the extension of the Order generally, and have special charge of the work of the Order in connection with the Temperance Reform. It shall have power to

make by-laws for the regulation and government of its own internal economy, provided that such by-laws do not in any way conflict with the Constitution and Laws of the Order.

**REGULAR SESSIONS.**

Sec. 44.—Each Grand Council shall hold an annual session at such time and place as its next preceding session may, by ballot, determine.

**SPECIAL SESSIONS.**

Sec. 46.—No session of a Grand Council can be the transaction of extraordinary business, may be convened by the Grand Councilor with the concurrence of the Executive Committee. No business other than that stated in the call shall be transacted, and not less than fifteen days' notice, dating from day of mailing, shall be given each representative. Special sessions shall be held at the same place as the preceding annual session.

**QUORUM.**

Sec. 46.—No session of a Grand Council can be opened for the transaction of business unless there shall be present representatives from not less than seven Select Councils, provided always, if there shall be present five Grand Council officers, they shall have the right to open the Grand Council, receive and report upon the credentials of Representatives, and confer the Grand Council Degree.

**REPRESENTATIVES FROM DISTRICT COUNCILS.**

Sec. 47.—Each District Council shall be entitled to one representative in the Grand Council.

## REPRESENTATIVES FROM SELECT COUNCILS.

Sec. 48.—Each Select Council shall be entitled to one representative in the Grand Council, and one additional representative for each fifty members or majority fraction of fifty after the first fifty.

## QUALIFICATION OF REPRESENTATIVE.

Sec. 49.—A representative must be a Select Councilor, Past Councilor, or a member having attained the privileges of a Past Councilor, and must be in good standing in the Council he represents.

## N. W. T. AND B. C. REPRESENTATION.

Sec. 50.—Select Councils in the Northwest Territories and British Columbia shall be allowed to elect representatives to the Grand Council from any Select Council in the jurisdiction, provided always that no representative shall represent more than one Council.

## COUNCILS MUST BE IN GOOD STANDING.

Sec. 51.—A representative cannot be admitted to a seat in the Grand Council from any Council that is in arrears for per capita or supplies, or that has neglected to make the necessary returns to the Grand Secretary, or that has not complied with section 109 of the Constitution.

## HONORARY MEMBERS.

Sec. 52.—Any Past Councilor in good standing in any Select Council under the jurisdiction of the Grand Council, is entitled to the Grand Council Degree, and may be admitted to a seat as an Honorary Member in the Grand Council.

## VISITORS.

Sec. 53.—Any Past Councilor or any officer of a Grand Council, or Grand or Dominion Deputy, who is in good standing in any Select Council, and who

is in possession of the Grand Council Degree, may be admitted as a visitor to the Grand Council.

**PRIVILEGES OF HONORARY MEMBERS AND VISITORS.**

Sec. 54.—Honorary Members or visitors are entitled to no privileges in the Grand Council, except to speak for the good and welfare of the Order when invited to do so, and to act on committees when appointed, and are not eligible for election to office in the Grand Council.

**OFFICERS.**

Sec. 55.—The officers of the Grand Council shall be: Grand Councilor, Grand Past Councilor, Grand Vice-Councilor, Grand Chaplain, Grand Secretary, Grand Treasurer, Grand Herald, Grand Deputy Herald, Grand Guard, Grand Sentinel, Three Grand Trustees, Two Grand Auditors, and a Grand Medical Referee, provided, however, that any Grand Council in lieu of electing a Treasurer may by by-law provide that its funds shall be regularly deposited in a chartered bank. The term of office shall be one year, or until their successors are elected and installed.

**GRAND PAST COUNCILOR.**

Sec. 56.—The retiring Grand Councilor, provided he has served a full term, shall become the Grand Past Councilor.

**ELECTIVE OFFICERS.**

Sec. 57.—The Grand Councilor, Grand Vice-Councilor, Grand Chaplain, Grand Secretary, Grand Treasurer, Grand Herald, Grand Trustees, Grand Medical Referee and one Grand Auditor, shall be elected by the Grand Council.

## APPOINTED OFFICERS.

Sec 58.—(1) The Grand Deputy Herald, The Grand Guard, and Grand Sentinel shall be appointed by the Grand Councilor.

(2) One Grand Auditor shall be appointed by the Grand Council Executive.

## VACANCIES IN OFFICE, HOW FILLED.

Sec. 59.—Vacancies in office, except that of Grand Councilor, shall be filled by the Grand Councilor, if the Grand Council is in session; otherwise by the Executive Committee, to serve the remainder of the term.

## QUALIFICATION OF OFFICERS.

Sec. 60.—Any member of the Grand Council shall be eligible for election to any office in the gift of the Grand Council, provided that no member shall be eligible for election as Grand Councilor unless he has served a full term in some elective office or on a standing committee.

## DUTY AND POWERS OF GRAND COUNCILOR.

Sec. 61.—It shall be the duty of the Grand Councilor to preside at all sessions of the Grand Council, and at all meetings of the Executive Committee.

To have a general superintendence of affairs of the Order, and the promotion of its growth within the Grand Council jurisdiction, and grant such dispensations as may be required and are authorized by the Constitution and Laws of the Order.

To appoint all committees required by law except when the members of the committee shall be named in the motion for the appointment of such committee.

To sign, and, when necessary, attach the corporate seal to all documents and papers that require his

## Grand Council Constitution.

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signature and corporate seal, to properly authenticate the same.

To sign all orders on the treasury.

To call meetings of the Executive Committee when he deems it desirable, or at the request of three members thereof.

To call special sessions of the Grand Council, as provided in the Constitution and Laws of the Order; to call special meetings of any Council in the jurisdiction of the Grand Council whenever he deems it to be in the interest of the Order. To suspend or revoke for cause the charter or dispensation of a Council in his jurisdiction, to suspend for cause any officer from office, and to perform such other duties as may be required for the proper administration and enforcement of the Constitution and Laws of the Order.

To see that the bonds of the officers of the Grand Council are properly executed.

To appoint District and Special Deputies.

To report in writing to the Grand Council.

### GRAND PAST COUNCILOR.

Sec. 62.—The Grand Past Councilor shall be the adviser of the Grand Councilor, and in the absence of the Dominion Councilor, shall be the installing officer. Should the Grand Councilor die while in office, or remove from the jurisdiction, become permanently disabled or be removed from office, the Grand Past Councilor shall perform the duties of Grand Councilor until the end of the term. The vacancy thus arising in the office of the Grand Past Councilor shall be filled by the Junior Grand Past Councilor.

### GRAND VICE-COUNCILOR.

Sec. 63.—The Grand Vice-Councilor shall direct the admission of members and assist the Grand Councilor

**Grand Council Constitution.**

in the performance of his duties, and shall perform such other duties as the By-Laws of the Grand Council prescribe.

**GRAND CHAPLAIN.**

Sec. 64.—The Grand Chaplain shall conduct the devotional exercises of the Grand Council.

**GRAND SECRETARY.**

Sec. 65.—The Grand Secretary shall keep a just and true record of the proceedings of each session of the Grand Council, and of the Executive Committee; have charge of the seal and official documents (except bonds) of the Grand Council; conduct the correspondence; collect and pay to the Grand Treasurer all money for per capita tax, sale of supplies, charter fees, etc., taking his receipts for the same; keep a list of all Select Councils, with name, number and location of same; keep a record of all suspensions, reinstatements, expulsions, withdrawals, and deaths, reporting the same quarterly to the Executive Committee; issue cards of transfer to members of dormant Councils; send his report with the tax due to the Dominion Secretary quarterly, on the first days of February, May, August and November; keep a record of all Past Councilors entitled to seats in the Grand Council; draw and sign all orders for money on the treasury ordered by the Grand Council or Grand Council Executive; notify all Select Councils in the jurisdiction of all regular and special sessions of the Grand Council, and make a full report of all his acts to the Grand Council at its annual session, and oftener if required. He shall also furnish such bonds as the Grand Council shall from time to time, by resolution, determine. He shall also furnish the Chairman of the Committee on Credentials with a complete list of all representatives, and others entitled to seats in the Grand Council, and the Councils entitled to representation, and at the close of his



term of office shall transfer to his successor all books, papers, correspondence and other property belonging to the Grand Council, and where the Grand Council by-laws provide that the monies shall be deposited in a chartered bank in lieu of a treasurer; he shall perform all the other duties pertaining to the office of Grand Treasurer.

### GRAND TREASURER.

Sec. 66.—The Grand Treasurer shall receive and safely keep all monies belonging to the Grand Council and shall pay them out only upon order of the Grand Councilor, attested by the Grand Secretary; he shall keep an accurate account of the receipts and disbursements, and shall place at the disposal of the Auditors and Trustees, all books, papers, and other vouchers, for their examination, and report the state of the finances quarterly to the Executive Committee, and at the close of his term of office, he shall report all his acts to the Grand Council, and transfer all books, vouchers, money and money orders in his possession to his successor in office. He shall give bonds in such amount as the Grand Council may, from time to time, by resolution, determine.

### GRAND AUDITORS.

Sec. 67.—The Grand Auditors shall examine all accounts presented to the Grand Council or its officers, and make a quarterly audit of the statements, books and vouchers of the Grand Secretary, and Grand Treasurer, immediately reporting the result to the Grand Councilor.

### GRAND MEDICAL REFEREE.

Sec. 68.—The Grand Medical Referee shall review all Medical Examinations in the Sick and Funeral Benefit Department and all claims growing out of the

## Grand Council Constitution.

same, reporting his decisions to the Grand Secretary, and keeping on file for future reference, a record of all applications.

### GRAND HERALD.

Sec. 69.—The Grand Herald shall introduce representatives and visitors, assist in conferring the Grand Council Degree, have charge of the room and property of the Grand Council while in session, and perform such duties as the Grand Councilor or Grand Council may direct. The Grand Deputy Herald shall assist the Grand Herald in the performance of his duties.

### GRAND GUARD.

Sec. 70.—The Grand Guard shall have charge of the inner door, and shall report to the Grand Vice-Councilor all alarms properly made.

### GRAND SENTINEL.

Sec. 71.—The Grand Sentinel shall have charge of the courts of the Grand Council, and see that all who seek admission are properly qualified.

### GRAND TRUSTEES.

Sec. 72.—The Grand Trustees shall have custody of the bonds and securities of the Grand Council, see that a suitable place is secured for the session of the Grand Council, and be a committee on Credentials, and a Standing Committee on Laws.

### EXECUTIVE COMMITTEE—HOW COMPOSED.

Sec. 73.—The Grand Councilor, Grand Past Councilor, Grand Trustees and Grand Treasurer, and three additional members elected by the Grand Council shall constitute an Executive Committee, which shall meet as often, as necessary, for the transaction of

business between the sessions of the Grand Council, and shall report all its acts to the Grand Council. They shall also be a Standing Committee on Printing and Supplies. Five members shall form a quorum.

### DUTIES OF EXECUTIVE COMMITTEE.

Sec. 74.—Between the sessions of the Grand Council the Executive Committee shall perform all duties assigned to it by the Grand Council or by the Constitution and Laws of the Order, have power to call special sessions of the Grand Council, have power to grant dispensations for the formation of new Councils, fill all vacancies in office, except as otherwise provided in the Constitution and Laws of the Order, hear and determine any charges against any member or officer of the Grand Council or of any Subordinate Council in its jurisdiction. It may for cause suspend from office, officers of the Grand Council, or of any Subordinate Council, until the next session of the Grand Council. For cause it may suspend from the Order any officer or member of the Grand Council or of any Subordinate Council. It may suspend or revoke the charter of any Council for neglect or refusal to perform any lawful duty, or for violation of the Constitution or Laws of the Order, or for contempt of the authority or mandate of the Executive Committee, or of the Grand Councilor. Between the sessions of the Grand Council it shall exercise all executive and judicial powers of the Grand Council, subject to appeal and approval at the next session thereof.

### SESSIONAL COMMITTEES.

Sec. 75.—The Grand Councilor shall nominate sessional and special committees, among which the following shall be included, viz.: Distribution, Temperance and Prohibition, Appeals and Decisions, State

## Grand Council Constitution.

and Extension, Sick and Funeral Benefit, Literature, Junior Templars, and Social Purity.

### FINANCE COMMITTEE.

Sec. 76.—The Finance Committee, composed of the Auditors and Trustees, shall make out a pay roll showing the traveling expenses and per diem due to officers or members, present the estimates for the year, and make recommendations on matters of finance.

### REVENUE.

Sec. 77. The revenue of the Grand Council shall be derived from the sale of supplies, and from a per capita tax. A Grand Council may also levy a special tax to meet the traveling expenses of its members.

### PER CAPITA TAX.

Sec. 78.—At each annual session of the Grand Council it shall determine the sum required to meet the expenses of the year, and make such per capita levy on the membership as will produce the amount, but the levy in no case shall exceed one dollar per annum.

The amount of the per capita tax shall be forwarded to the Grand Secretary with the quarterly report, at the close of each quarter, and shall be paid on all members in good standing in each Council in the jurisdiction, including per capita for members reinstated, who were not paid for in previous reports.

### PENALTIES FOR NON-PAYMENT.

Sec. 79.—A Select Council which fails to make its quarterly report and remit its quarterly per capita to the Grand Secretary, in accordance with Constitu-

tion, within thirty days of the completion of each quarter, thereby, ipso facto, suspends its charter. A suspension for this cause shall cease immediately upon receipt by the Grand Secretary of the report and per capita, at any time before the charter is revoked. A special tax shall be paid within thirty days of the date of its call, and failure to comply shall subject the Council to the foregoing penalty.

### MUST HOLD MEETINGS AND MAKE RETURNS.

Sec. 80.—Any Select Council failing to hold meetings for six months, or to make returns, as required by the Constitution, for one year, shall be deemed a dormant Council and its charter shall be forfeited.

### DISTRICTS.

Sec. 81.—The Grand Council may divide its jurisdiction into as many districts as there are counties or judicial districts, forming a District Council in each District in accordance with the Constitution.

### DISTRICT DEPUTIES.

Sec. 82.—When there is no District Council instituted in a County or Judicial District, the Grand Councilor may appoint a District Deputy, whose duty it shall be to have a watchful eye to the interests of the Order in his District; shall examine the methods of work, inspecting thoroughly the Minute, Cash and other books, insisting on the correction of errors; shall have a right to institute new Councils or Select Degrees in his District, where the interests of the Order would be promoted by so doing, and not elsewhere, and report his acts to the Grand Councilor; but this shall not be construed to prevent the Grand Councilor from entering any District for the purpose

## Grand Council Constitution.

of instituting a Council of the Order, or commissioning any well qualified person as Special Deputy for that purpose. The District Deputy is an executive officer, the representative of the Grand Councilor, and is at all times subject to his authority.

## ORDER OF BUSINESS.

## Sec. 83.—(A) For First Sitzings:

1. Opening of Council.
2. Appointment of Credential Committee.
3. Report of Credential Committee.
4. Fixing hours of meeting and adjournment.
5. Appointment of Committees.
6. Reports of officers and reference of same.

## (B) For Ordinary Sitzings:

1. Opening of Council.
2. Reading of Minutes.
3. Report of Credential Committee.
4. Memorials.
5. Resolutions.
6. Reports of Committees.
7. Notices of Motion (for next annual session).

## (C) For Closing Sitting:

1. Business as per part B.
2. Election of Officers and Committees.
3. Installation of Officers.
4. Reading and Confirmation of Minutes.

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# CONSTITUTION OF DISTRICT COUNCILS

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## NAME.

Sec. 84.—A District Council shall bear the name of the County or Judicial District in which the majority of its Councils are located.

## HOW COMPOSED.

Sec. 85.—A District Council shall be composed of all Dominion and Grand Officers residing in the District, its own officers, all District Past Councilors in good standing in the District, the officers of all Select Councils in the District, together with a representative from each Select Council for every thirty members or fraction thereof, provided also that each Select Council may elect alternates for all its officers and representatives.

## REPRESENTATIVES MUST BE IN GOOD STANDING.

Sec. 86.—Representatives must be in good standing in the Council which they represent.

## POWERS.

Sec. 87.—District Councils are supervisory, and may appoint members to visit Councils; to help

## District Council Constitution.

and encourage Councils in the work, and to do everything necessary to promote the interests of the Order, and the cause of temperance in the District, consistent with the Constitution of the Order.

### SESSIONS.

Sec. 88.—District Councils shall hold regular sessions, monthly, quarterly, semi-annually or annually, as the District Council shall determine—the first session of each year being considered the annual session.

### QUORUM.

Sec. 89.—Seven members, representing at least two Councils, shall constitute a quorum.

### OFFICERS.

Sec. 90.—The officers of the District Council shall be District Councilor, District Past Councilor, District Vice-Councilor, District Chaplain, District Secretary, District Treasurer, District Herald, District Deputy Herald, District Guard, District Sentinel, Press Reporter and three District Trustees, who shall compose the District Executive, five of whom shall form a quorum.

### ELECTION OF OFFICERS.

Sec. 91.—The District Officers shall be elected at the annual session. The retiring District Councilor, provided he has served a full term, shall become the District Past Councilor.

### QUALIFICATION AND DUTIES OF DISTRICT COUNCILOR.

Sec. 92.—The District Councilor (who must be a Past or Select Councilor), shall preside at all sessions of the District Council, decide all questions of usage,



and constitutional questions; he shall be the District Deputy for the District, and have power to organize and visit Select and Junior Councils, and require a compliance with the rules and usages of the Order; he shall examine into the methods of work, inspect thoroughly the minute, cash, and other books, insisting on the correction of any errors; or he may require from any Select Councilor any information relative to his Council. He shall sign all orders drawn upon the District Treasurer for such sums as have been voted by the District Council; see that all committees, not otherwise provided for, are duly appointed; and, at the expiration of his term of office, submit to the District Council a full report in writing, and at the close of each year he shall report the condition of his District to the Grand Councilor.

#### DISTRICT PAST COUNCILOR.

Sec. 93.—The District Past Councilor shall be the adviser of the District Councilor, during his absence preside over the Council, and in the absence of the Grand Councilor, instal the District Council Officers.

#### DISTRICT VICE-COUNCILOR.

Sec. 94.—The District Vice-Councilor shall assist the District Councilor in preserving order, have charge of the doors of the Council, and direct the admission of members and visitors; and in the absence of the District Councilor, or District Past Councilor, shall preside over the Council.

#### DISTRICT CHAPLAIN.

Sec. 95.—The District Chaplain shall conduct the devotional exercises of the District Council.

**District Council Constitution.****DISTRICT SECRETARY.**

Sec. 96.—The District Secretary shall keep a just and true record of the proceedings of each session of the District Council, and shall, within ten days after the close of each session of the District Council, send to the Grand Secretary a summary of all the business done therein; have charge of the seal and official documents (except bonds), of the District Council; conduct the correspondence; collect and pay to the District Treasurer all dues or per capita tax, etc., taking his receipt for the same; keep a list of all Select Councils, with name, number and location; draw and sign all orders on the District Treasurer, ordered by a vote of the District Council; notify all Select Councils in the District of all regular and special sessions of the District Council, and make a full report to the annual session of the District Council, and oftener, if required, and at the close of the term of office shall turn over to his successor all books, papers, correspondence, etc., belonging to the District Council.

**DISTRICT TREASURER.**

Sec. 97.—The District Treasurer shall have charge of the funds of the District Council; pay all orders drawn upon him by the Secretary, and attested by the District Councilor; at each meeting of the District Council produce his books, accounts and vouchers, properly audited; he shall, at the expiration of his term of office, deliver up to his successor all the property of the District Council in his possession.

**DISTRICT HERALD.**

Sec. 98.—The District Herald shall have charge of all property of the District Council which is not specially entrusted to other officers, and see that it is kept in proper order. He shall assist the District

Councilor in preserving order, superintend the balloting, count the votes upon division, introduce representatives and visitors, and perform such duties as may be required by the District Council.

#### DISTRICT GUARD.

Sec. 99.—The District Guard shall have charge of the inner door, and shall report to the Vice-Councilor all alarms properly made.

#### DISTRICT SENTINEL

Sec. 100.—The District Sentinel shall have charge of the Courts of the District Council, and see that all who seek admission are properly qualified.

#### DISTRICT TRUSTEES.

Sec. 101.—The Trustees shall have custody of the bonds and other securities of the District Council; see that a suitable place is secured for the meeting of the District Council, and be the Auditing, Finance and Credential Committee; examine and report upon the books of the District Secretary and District Treasurer.

#### REVENUE.

Sec. 102.—The District Council may adopt such methods for raising funds for carrying on the work of the Order, and the promotion of the cause of Temperance in the District as it deems best, subject to the approval of the Grand Council.

#### QUARTERLY RETURNS.

Sec. 103.—Each Select Council under the jurisdiction of a District Council shall forward to the Grand Secretary, with the regular quarterly returns, a report

## District Council Constitution.

for the District Council, and also the per capita tax levied by the District Council. This report and per capita tax shall be forwarded to the District Secretary by the Grand Secretary.

### PENALTY FOR NON-PAYMENT OF PER CAPITA.

Sec. 104.—A failure to report or remit per capita tax for the District Council shall be subject to the same discipline as a failure to report to the Grand Council.

### ORDER OF BUSINESS.

#### Sec. 105:

- 1—Opening District Council.
- 2—Reading the minutes of last session.
- 3—Report of Credential Committee.
- 4—Reception of Communications.
- 5—Resolutions.
- 6—Appointment of Committees—
  - (a) On distribution of reports and papers.
  - (b) Temperance work.
  - (c) State of the Order.
  - (d) On opening and resuscitating Councils.
  - (e) Such other Committees as may be deemed necessary.
- 7—Receiving reports of District Councilor, Secretary and Treasurer.
- 8—Reports of Committees.
- 9—General Business.
- 10—Notices of Motion.
- 11—Closing.

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# CONSTITUTION OF SELECT COUNCILS

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## NAME.

Sec. 106.—The Council shall be styled.....Council,  
No....., Royal Templars of Temperance.

## DECLARATION.

Sec. 107.—Each member shall be required to sign  
the following declaration:

I.....in offering myself as a member of  
.....Council, No....., Royal Templars of  
Temperance, make the following solemn declaration:

## CREED.

(1) I believe in Almighty God, as revealed in the  
Sacred Scriptures, to whom I am responsible for the  
performance of every vow.

(2) I believe that the use of alcoholic drinks is in-  
jurious alike to the individual and to the nation, and  
that the liquor traffic is a foe to God and man.

(3) I believe that the interests of humanity and  
righteousness, the home and the nation, demand the  
destruction of the traffic in strong drink.

## Select Council Constitution.

## PLEDGE..

(4) I promise, I will not make, buy, sell, use or give to others, as a beverage, any spirituous, fermented or distilled liquors; nor frequent places where such liquors are kept for sale for beverage purposes; but will discountenance their manufacture, use and sale in the community, in all proper and lawful ways.\*

\*The Dominion Council has ruled that the pledge is to be understood as including wine, cider, or any other drink containing alcohol.

## COVENANT.

(5) I solemnly covenant and agree, that I will abide by the by-laws and rules of this Council, and the Constitution and usages of the Order; that I will give the Order such financial support and personal work as the cause of Temperance demands, and my individual interests will permit.

Witness my hand and seal affixed this.....  
day of.....190...

.....(Seal.)

Signed in the presence of

.....  
.....

Witnesses.

(This declaration shall be filed by the Recording Secretary in the file kept for the purpose. It will be produced and read in open Council if the member proves unfaithful.)

**CHARTER.**

Sec. 108.—A Select Council shall hold an unforfeited charter issued by the Dominion Council, which cannot be voluntarily surrendered so long as seven members in good standing object thereto.

**MEETINGS.**

Sec. 109.—The regular meetings of a Select Council shall be held at such times as its by-laws may determine, but it shall hold, at least, one regular meeting in the Royal Degree each month, otherwise its charter shall be forfeited. The regular communication of the Select Degree shall be held once a month as per by-law of the Degree. By unanimous consent, at any regular meeting, the Council may hold a communication of the Select Degree. If a Select Degree has not been instituted, or if the Degree has been suspended, all Beneficiary business shall be transacted in the Royal Degree.

(Note.—It is the duty of the Grand or Dominion Councilor to suspend the charter of a Council meeting less frequently than once each month.)

**QUORUM.**

Sec. 110.—Seven members shall constitute a legal quorum for the transaction of business.

**MEMBERSHIP.**

Sec. 111.—The membership of a Select Council shall consist of all persons, above the age of 14 years, admitted to and retaining good standing.

**GOOD STANDING.**

Sec. 112.—A member shall be in good standing in

## Select Council Constitution.

a Select Council who has been duly elected and initiated; who has maintained his pledge of total abstinence, has regularly paid all dues, and has conformed to all the laws that govern the Council.

### PETITION FOR MEMBERSHIP.

Sec. 113.—A petition for membership shall set forth name, age, occupation and residence of the petitioner; and must be signed by the petitioner and two members of the Council as reference.

### INVESTIGATION OF CHARACTER.

Sec. 114.—A petition for membership shall be dealt with in either of the following ways: (1) By appointing a committee to investigate and report; or (2) by open discussion of the character of the applicant.

### BALLOTING.

Sec. 115.—All candidates must be balloted for with ball or cube ballots, white to elect and black to reject. If not more than three black ballots appear, the candidate shall be elected. If more than three, the ballot shall be again taken, and if upon the second ballot more than three black ballots appear, the candidate shall be declared rejected. A rejected petitioner cannot renew his petition for a period of three months.

### NOTIFICATION OF CANDIDATE.

Sec. 116.—In case of election, the candidate shall be notified by the Recording Secretary when to appear for initiation, which should not be sooner than the next regular meeting, unless by unanimous consent of the Council. Should the petitioner fail to appear for initiation for the space of three months



from the date of notice, a new election shall be necessary before admission.

**CANDIDATES MAY BE INITIATED IN ANOTHER COUNCIL.**

Sec. 117.—A candidate who has been legally elected to membership in a Council, and who has complied with the requirements of the Constitution and Laws of the Order, in the event of his inability to be present at the meeting of the Council in which he has been elected to membership, and to be initiated therein, may be initiated or raised by another Select Council by request of and for the Council in which he was proposed and elected, provided, however, that all fees and assessments, and other demands of the Order, shall be paid into the Council which received his application for membership.

**MEMBERSHIP BY CARD.**

Sec. 118.—The petition of any person applying for membership by deposit of card, shall be subject to the same investigation and ballot as a new applicant. After election he shall be formerly received according to Ritual, and on being admitted, he shall retain all unforfeited honors previously gained; he shall pay the dues of the quarter succeeding the expiration of his card.

**NO DUAL SELECT MEMBERSHIP.**

Sec. 119.—No Royal Templar shall be allowed to hold Select membership in more than one Select Council.

**APPLICATIONS FOR INSURANCE.**

Sec. 120.—The application of a member for life insurance from the Dominion Council, or for an increase

### Select Council Constitution.

of insurance, shall be read by the Recording Secretary, upon which a ballot shall be taken, any and all members voting. If not more than one black ball appears the application shall be declared approved. If the ballot is not clear it shall be so stated by the chair; nevertheless, if the Council has ten or more insured members the application shall be laid on the table, and voted upon at the next regular meeting of the Council, when Select members only shall vote, and the ballot thus taken shall determine the approval or non-approval of the application.

### OFFICERS.

Sec. 121.—The officers of the Select Council shall be: Select Councilor, Past Councilor, Vice-Councilor, Chaplain, Recording Secretary, Financial Secretary, Treasurer, Two Auditors, Herald, Guard, Sentinel, Deputy Herald, Press Reporter, Organist, and three Trustees, all of whom, except Past Councilor, Deputy Herald, and Press Reporter, shall be elective.

### BENEFICIARY SECRETARY-TREASURER.

Sec. 122.—A Council that has ten or more Select members, immediately after the election of Treasurer, shall elect a Beneficiary Secretary-Treasurer, Select members only voting; if, however, on the night of election, there are fewer than five Select members present, any and all members may vote for this officer. The Financial Secretary elect shall be eligible for election as Beneficiary Secretary-Treasurer, provided he is a Select member.

In a Council that has fewer than ten Select members, the Financial Secretary shall be, *ex-officio*, Beneficiary Secretary-Treasurer.

PAST COUNCILOR.

Sec. 123.—The retiring Select Councilor, provided he has served a full term, shall become the Past Councilor.

APPOINTED OFFICERS.

Sec. 124.—The Deputy Herald shall be appointed by the Herald, and the Press Reporter by the Select Councilor.

QUALIFICATIONS OF SELECT COUNCILOR.

Sec. 125.—Any member shall be eligible for the office of Select Councilor, provided he has previously served a full term in some elective office, and when a Select Degree exists in a Council, he must be a member of that degree in good standing.

TERM OF OFFICE AND ELECTIONS.

Sec. 126.—The term of office (except for Trustees) shall be six months. Election of officers shall be held at the first regular meetings in December and June, and installation at the first regular meetings in January and July. Nevertheless, Councils may by by-law provide that the term of office shall be one year. The term of office for Trustee shall be three years, one to be elected each year at the regular meeting in December.

RETURNS TO GRAND COUNCIL.

Sec. 127.—Returns shall be made to the Grand Secretary on the first of January, April, July and October of each year, giving such information as may be required, and Councils failing to make such returns accompanied by the per capita tax, within 30 days of the date named, shall ipso facto stand suspended from all privileges and benefits.

## DUTIES OF OFFICERS

### SELECT COUNCILOR.

Sec. 128.—The Select Councilor shall preside at the meetings of the Council, enforce a due observance of the laws, rules and regulations of the Order, declare the results of all elections, decide all questions of order (subject to an appeal), appoint all committees not otherwise provided for, sign all orders drawn upon the Treasurer, call special meetings when requested to do so in writing by five members, or by a vote of the Council, and perform such other duties pertaining to his office as the laws, rules and regulations of the Order may require.

### PAST COUNCILOR.

Sec. 129.—The Past Councilor shall be the adviser of the Select Councilor; assist in conducting the ceremonies, and perform such other duties as are enjoined by the rules and regulations of the Order. In the absence of the Select Councilor, he shall preside over the Council.

### VICE-COUNCILOR.

Sec. 130.—The Vice-Councilor shall assist the Select Councilor in preserving order, have charge of the doors of the Council, and direct the admission of members and visitors, and in the absence of the Select Councilor and Past Councilor shall preside over the Council.

### CHAPLAIN.

Sec. 131.—The Chaplain shall conduct the devotional exercises of the Council and assist in initiatory ceremonies.

RECORDING SECRETARY.

Sec. 132.—The Recording Secretary shall keep a fair and impartial record of the proceedings of the Council, write communications, notify members of special meetings when ordered by the Select Councilor, sign all orders on the Treasurer authorized by the Council, call the roll of officers, note absentees, announce those absent at the last meeting, keep in a proper place in the roll book a list of all those withdrawn, suspended, expelled, or who have violated the pledge, etc., giving the time or other needed information; make out at the end of each quarter a report of the proceedings of the Council during the quarter; and also the quarterly returns to the Grand and District Councils, and with the Select Councilor certify to the same; and perform such other duties as may be required of him by his Council, and deliver up to his successor within one week of the expiration of his term, all books, papers or other property of the Council in his possession.

FINANCIAL SECRETARY.

Sec. 133.—It shall be the duty of the Financial Secretary to keep just and true accounts between the Council and its members, credit the amounts paid, and pay the same over to the Treasurer immediately, taking his receipt therefor. He shall monthly notify the Beneficiary Secretary-Treasurer of the names of all Select members in arrears for dues. At the end of each quarter he shall make out and present to the Council a full report of all receipts for the quarter, and members in arrears. He shall revise the mailing list quarterly, retaining on it only the names of those in good standing. In a Council with less than ten Select members he shall be ex-officio Beneficiary Secretary-Treasurer, and perform the duties of that office.

## BENEFICIARY SECRETARY-TREASURER.

Sec. 134.—It shall be the duty of the Beneficiary Secretary-Treasurer to receive and safely keep the monthly assessments and fees; to keep just and true accounts between the Select members of his Council and the Beneficiary Department of the Dominion Council; he shall keep correctly the cash book, assessment book, and the beneficiary register of the said department, allowing the auditors access to his books and papers at all reasonable times. On the first day of each month he shall prepare complete returns, on the forms provided by the Dominion Council, of all members in the Beneficiary Department. With these returns he shall forward to the Dominion Secretary such a sum as shall equal one assessment and assessment fee for each certificate in force on the last day of the previous month, also all arrearages received since making the last returns.

(If the return and cash are not received by the Dominion Secretary by the 10th day of the month, the Select members are thereby ipso facto suspended from all benefits.) He shall also report to the Dominion Secretary and to the Select Council monthly, all admissions by card, suspensions, withdrawals, expulsions, reinstatements, and violations of the pledge, of Select members. He shall issue calls, collect and make returns of all special assessments, when notified of the same by the Dominion Secretary. At the end of each term, prior to the installation of officers, he shall make out and present to the Council a summary statement of the items reported monthly, and of any other matters that may be of interest to the Council. He shall execute such bonds as the Constitution and By-Laws may provide for.

## TREASURER.

Sec. 135.—The Treasurer shall receive and safely

keep the General Fund belonging to the Council, and shall pay it out only upon orders drawn and signed by the Recording Secretary, and Select Councilor, and report the financial condition of the Council at the close of each quarter, or oftener if required, and shall give bonds for such amount as the by-laws of Grand or Select Council may require.

### **AUDITORS.**

Sec. 136.—The Auditors shall examine all accounts presented to the Council, and make a quarterly audit of the statements, books and vouchers of the Secretaries and Treasurer, reporting the same to the next meeting of the Council.

### **HERALD.**

Sec. 137.—The Herald shall perform the duties required of him as chairman of the Room Committee; have charge of the badges and property of the Council; introduce visitors; obey the Select Councilor, and perform such other duties as the nature of his office demands. The Deputy Herald shall assist the Herald in the performance of his duties.

### **GUARD.**

Sec. 138.—The Guard shall answer and report all alarms properly made, and allow none to enter or retire without permission.

### **SENTINEL.**

Sec. 139.—The Sentinel shall maintain order in the Courts, and see that all who seek admission are qualified to enter.

**Select Council Constitution.****PRESS REPORTER.**

Sec. 140.—The Press Reporter shall report matters of the Council which are of public interest to the Official Organ and the public Press.

**HONORS OF PAST COUNCILOR.**

Sec. 141.—Any Recording or Financial Secretary who has served the Council for three consecutive terms, shall be entitled to the honors and privileges of a Past Councilor.

**TRUSTEES.**

Sec. 142.—It shall be the duty of the Trustees to provide a suitable place for the Council to hold its meetings, and to have supervision of rents, fuel and janitor services.

**COMMITTEES.**

Sec. 143.—The Select Councilor shall, at the commencement of each term, appoint the following Committees, who shall perform the duties herein described, and such other duties as may be determined by the by-laws of the Council.

Committee on Care of the Sick, whose duty it shall be to look after members who are sick.

Room Committee, whose duty it shall be to see that the Council Chamber is kept clean and in order for meetings, to provide for the comfort of the members, and see that the room is suitably decorated.

Committee on Membership, whose duty it shall be to look after absentees and members in arrears.

Committee on Entertainment, whose duty it shall be to arrange suitable programmes for the Good of the Order.



Committee on Literature, whose duty it shall be to select literature for the Council library, to select and distribute Royal Templar and other temperance literature upon all opportune occasions.

**BOARD OF RELIEF.**

Sec. 144.—The Select Councilor, Vice-Councilor and Past Councilor, shall be a Board of Relief, whose duty it shall be:

(1) Keep a list of all members of the Council who need employment.

(2) Do all in their power to find employment for those who need it.

(3) Investigate and report on all applications for assistance or relief made by members of the Council.

(4) Perform such other duties as may be required of it.

**INITIATION FEES.**

Sec. 145.—Each Council shall regulate the amount of its own initiation fees, which shall not be less than one dollar for Brothers, and fifty cents for Sisters, which shall cover the dues for the current quarter, and shall be paid prior to initiation.

**DUES.**

Sec. 146.—The Council dues shall be fixed by by-law, and shall be payable monthly or quarterly in advance.

**ARREARS AND SUSPENSIONS.**

Sec. 147.—No member is entitled to receive the quarterly token, or to sit in the Council, whose dues

are not paid. The Council shall have the power, by a two-thirds vote, to remit the dues of any worthy member who is unable to pay the same.

A member in arrears for over three months' dues is thereby ipso facto suspended, such suspension to take effect at the close of the first meeting at the fourth month.

No suspended member shall be entitled to sit in a Council while it is in session, and any suspended member forcing himself into a Council when in session shall ipso facto stand expelled, and any Council permitting a suspended or expelled member to sit in a Council while in session may have its charter immediately suspended by the Dominion Councilor, or by the Grand Councilor, and shall be reported to the Dominion Board of Directors, who may at once revoke the charter, provided that a member suspended for non-payment of any assessments, fees, dues or fines, or other demands of the Order, shall be permitted to have a seat in the Council when applying for re-instatement, and also at subsequent meetings, pending his re-instatement, but without vote or voice in the Council.

No suspended member shall be received into membership in another Council, except on being re-instated and receiving a card of transfer from the Council which suspended him.

A member suspended for non-payment of dues, who does not owe for more than twelve months, may be reinstated by paying the dues standing against him at the time of his suspension.

#### FORFEITURE OF MEMBERSHIP.

Sec. 148.—A member in arrears for twelve months'

dues thereby ipso facto forfeits his membership, and can only be admitted into the Order as a new member.

### PRIVILEGES OF JUNIOR TEMPLARS.

Sec. 149.—Junior Templars who have been faithful to their Council for two years, on reaching the age of fourteen, and on producing a certificate from their Director, may be admitted to the Council without an initiation fee.

### SICK BENEFITS.

Sec. 150.—Any member in good standing in the Council shall be at liberty to apply for a sick benefit certificate, under the provision of the Grand Council.

### USE OF COUNCIL FUNDS.

Sec. 151.—No Council shall appropriate any portion of the General Fund for other than the legitimate purposes of the Council, without a previous notice of motion, and unless carried by a two-thirds vote.

No General Funds of the Council may be used for the payment of dues or assessments unless authorized by a two-thirds vote. Assessments of members in good standing shall not be used to pay the assessments of delinquent members.

### TRANSFER CARDS.

Sec. 152.—(1) A Transfer Card on form prescribed by the Dominion Council shall be granted to any member in good standing on application, accompanied by the fee as fixed by by-law (which fee shall not be more than fifty cents), and shall be in force for the length of time the member prepays his dues, not exceeding six months.

(2) Members holding unexpired Transfer Cards, remain in good standing in the Council granting the card, and are amenable to all the Laws of the Order. A member who seeks admission by transfer from another Council shall make application in the same form and subject to the same usage as in an ordinary application for membership.

(3) When a Transfer Card is deposited with a Council the Recording Secretary shall immediately notify the Recording Secretary of the Council which granted the card, and the name of the member to whom the card was granted shall be erased from the roll, and his declaration and rod, together with any full quarter's dues to the credit of the member shall be forwarded to the Council with which the card is deposited.

#### WITHDRAWAL AND TRAVELING CARDS.

Sec. 153.—(1) Any member in good standing may withdraw from the Council and Order by making written application, which shall lie on the table until the next regular meeting, and if it be not then withdrawn, or any charge preferred, the request shall be granted. A Withdrawal Card may be granted on application.

(2) A Traveling Card may be granted by the Select Councilor and Recording Secretary to any member, on application, and it shall be in force for the length of time the member prepays his dues, not exceeding six months.

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## OFFENCES AND PENALTIES

### PROCEDURE.

Sec. 154.—Any charge of any nature whatsoever

against any member of the Order, must be conducted in accordance with the Code of Procedure.

### DUTY OF MEMBERS HEARING OF VIOLATION.

Sec. 155.—It is the duty of any member hearing of a violation of the pledge, to immediately visit the accused. If he confesses, his case shall be reported to the Council at the next meeting, when, upon a two-thirds vote (if it be the first offence), he may be permitted to enter the Council Chamber, acknowledge his fault, and re-sign the Declaration. Should the accused deny his fault, and the brother visiting him be satisfied of his guilt, and believes he can establish the same, then he shall prefer charges against him according to Code of Procedure. If a member is found guilty of, or confesses to, a second violation of the pledge, he must be fined, suspended or expelled, as a two-thirds vote by ballot at a regular meeting may determine, provided in all cases that final action shall be deferred at least one week to give the guilty member sufficient time to show cause why the Council should not take action.

### PENALTIES.

Sec. 156.—A member convicted of the violation of any portion of the obligations of the Order, or for conduct unbecoming a Royal Templar, shall be admonished, reprimanded, fined, suspended or expelled, as a two-thirds vote of the members present may determine. If fined, the amount of such fine shall be determined by the Council; if suspended, it shall in no case be for a longer time than six months on any one offence; but a member expelled under this section may be readmitted to membership only upon unanimous ballot of all members present at a regular meeting. A member thus expelled forfeits all honors previously attained, and if readmitted comes in again as a new member.

## FALSE CHARGES.

Sec. 157.—Any member who shall wilfully and maliciously charge or bring charges against another and fail to prove the same, shall be fined, reprimanded, suspended or expelled, as the Council may determine.

## BONDS.

Sec. 158.—(1) Each Beneficiary Secretary-Treasurer shall, before being installed into office, furnish a bond from the Dominion Council for the faithful performance and discharge of the duties of his office.

(2) The minimum bond required for each of these officers shall be as follows:

|   |          |
|---|----------|
| In Councils with a Select membership under 50.....        | \$100 00 |
| In Councils with a Select membership from 50 to 100.....  | \$150 00 |
| In Councils with a Select membership from 100 to 150..... | \$200 00 |
| 150 and upwards.....                                      | \$250 00 |

But any Council may increase the amount of said officer's bond.

(3) The premium for such bonds shall be at the rate of one-half per cent. per annum, and shall be paid by the Select Councils, and must be remitted to the Dominion Secretary with the January returns each year.

(4) All bonds shall run concurrently with the calendar year,

### COUNCIL PHYSICIAN.

Sec. 159.—Members may arrange with the Medical Examiner, or any properly qualified medical man, to act as Council Physician, and if such arrangement is made, the members participating in the benefits shall pay quarterly with their dues to the Financial Secretary the amount of Physician's fee. Account of this amount shall be kept separately by the Treasurer, and at the end of each quarter shall be reported and paid to the Council Physician by order of the Council. Under such an arrangement, members neglecting to pay the Physician's fees shall not be entitled to the attendance.

### BADGES.

Sec. 160.—Badges shall be of white material, and jewels shall be made of white metal or silver; the design must be that approved or adopted by the Dominion Council. Select members shall wear badges of the same design, but the material used may be red in color, and the metal, gilt or gold. White is the color of the Royal Degree; red the color of the Select Degree.

### BY-LAWS.

Sec. 161.—A Select Council shall be at liberty to adopt such by-laws and regulations as may be deemed advisable, provided, however, that no by-law or regulation shall conflict with the Constitution or general principles of the Order, and if other than the form provided by the Dominion Council shall not become law until approved by the Grand Council, through the Committee on Laws.

# CONSTITUTION OF SELECT DEGREE

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## OPTIONAL.

Sec. 162.—When a Council has twenty-five or more Select members in good standing, it shall be entitled to the institution of the Select Degree. When the Select members of a Council decide by a majority ballot vote, that they desire the institution of the Select Degree, upon application to the Dominion Secretary, the Degree shall be instituted, and when such Degree is instituted in a Council, each Select member of such Council shall maintain his standing in the Select Degree of his own Council.

## HOW COMPOSED.

Sec. 163.—The Select Degree shall be composed of all the Select members of the Council, and Honorary.

## HONORARY MEMBERS.

Sec. 164.—Honorary members of the Select Degree shall consist of all members of the Council who cannot pass the Medical Examination or who have passed the age of entrance to Select membership, but have been elected and Raised to the Degree and



maintain good standing in the same. The application for Honorary Membership shall be in writing, shall be signed by two members of the Degree, and shall state whether the nominee is more than 50 years of age, or has failed in Medical Examination, or whether the Medical Examiner of the Council certifies that in his opinion the nominee could not pass a satisfactory Medical Examination. The application shall be read by the Secretary and notice given that it will be balloted on at the next regular meeting. When an application has been approved by the Council, the Beneficiary Secretary-Treasurer, on receipt of the Raising fee (as prescribed by the Degree by-laws) shall notify the Honorary Member elect to appear and receive the Degree. Should he fail to appear for the space of three months after such notice is given, the fee shall be forfeited and a new election will become necessary before admission to the Select Degree.

### DEGREE OFFICERS.

Sec. 165.—The officers of the Select Degree shall be Select Councilor, Past Councilor, Beneficiary Secretary-Treasurer, Chaplain, Steward, Tyler and two Auditors. The Select Councilor and Past Councilor shall hold office in the Degree by virtue of their position in the Council, provided, however, that at the institution of the Degree, if these officers are not Raised, then these offices may be filled by election for the balance of that term. The other officers shall be elected at the last regular communication of each term.

### TERM OF OFFICE.

Sec. 166.—The term of office shall be the same as in the Select Council.

## DUTIES OF OFFICERS.

### SELECT COUNCILOR.

Sec. 167.—The duties of the Select Councilor shall be the same in relation to the Degree as in relation to the Council, and, in addition, he shall sign, and see that the seal of the Council is attached to all documents provided for in the administration of the Degree.

### PAST COUNCILOR.

Sec. 168.—The Past Councilor shall be the adviser of the Select Councilor, shall assist in conducting the ceremonies, test and introduce visitors and candidates, and, in the absence of the Select Councilor, occupy the chair.

### BENEFICIARY SECRETARY-TREASURER.

Sec. 169.—The Beneficiary Secretary-Treasurer shall keep a correct record of the proceedings of the Select Degree as well as performing the duties outlined in the Select Council Constitution.

### CHAPLAIN.

Sec. 170.—The Degree Chaplain shall conduct the devotional exercises of the Degree.

### STEWARD.

Sec. 171.—The Steward shall be master of Ceremonies, and, in addition to the duties laid down in the Ritual, shall have charge of all Degree property not specially in the hands of other officers, and see that the Council Chamber is in readiness for all Degree communications.

TYLER.

Sec. 172.—The Tyler shall have charge of the courts and doors, permitting none to enter unless properly qualified.

AUDITORS.

Sec. 173.—The duty of Auditors shall be to examine and report upon all accounts presented to the Degree, to examine and report upon the state of the books and reports of the Beneficiary Secretary-Treasurer, at least once during each term, and oftener, if desired by the Degree.

QUORUM.

Sec. 174.—Five members shall be a quorum for the transaction of business.

BY-LAWS.

Sec. 175.—The Degree may make such by-laws for governing its work as shall not conflict with this Constitution.

REVENUE.

Sec. 176.—If necessary, the Degree may levy upon its members a special quarterly tax, which shall be paid by all Select members to the Beneficiary Secretary-Treasurer, in order to maintain good standing in the Degree.

COMMUNICATIONS.

Sec. 177.—At least one regular communication in the Select Degree must be held every month.

**Select Council Constitution.****SPECIAL COMMUNICATIONS.**

Sec. 178.—A special communication may be held at any time if called by the Select Councilor in response to the written request of five members, but due and timely notice of such communication must be given, and no business shall be transacted save that announced in the notice.

**EMERGENT COMMUNICATIONS**

Sec. 179.—All communications made by Raising to the Select Degree from a Royal Degree meeting of the Council, shall be known as emergent communications, and business transacted at such communications shall have the same force as if transacted at a regular communication.

**SUSPENSION OF DEGREE.**

Sec. 180.—If the membership of a Degree shall fall below fifteen, or if the Degree fails to hold communications for three consecutive months, the Degree shall be ipso facto suspended, and the insurance business shall be transacted in the Select Council.

**INACTIVE COUNCILS.**

Sec. 181.—Should a Council with a Select Degree for a space of six months fail to secure an insured member, an Agent may be sent to work up its membership, and he shall be entitled to the initiation fees received from all applicants.

If a Council fails to hold regular meetings, or at any time becomes reduced in membership so that it has a smaller number than seven benefit members, or fails to secure other members or assist an Agent to do so, if one is sent to assist them, the members thereof shall be made members at large.

# GENERAL LAWS

## MEMBERS IN GOOD STANDING.

Sec. 182.—A member shall be in good standing in his Council and the Order who has been duly initiated and raised in accordance with the provisions of the Constitution and Ritual, and who has regularly paid all his dues, assessments, assessment fees and other financial obligations, and has conformed to all the laws, rules and usages of the Order, and not otherwise.

## ELECTIONS.

Sec. 183.—All elections must be by written ballot, without open nominations. A majority of all votes cast shall be necessary for election.

## ELECTION OF OFFICERS.

Sec. 184.—(a) In the election of officers, if there be no election on the first ballot, the highest three shall be considered a nomination. If there be no election on the second ballot, the highest two shall be considered a nomination. Ballots bearing names, other than as required by the above regulations, shall be treated as spoiled ballots.

(b) Any officer of a Select Council absenting himself from three consecutive meetings without giving good and sufficient reason, the office shall be declared vacant.

## ELECTION OF REPRESENTATIVES, ETC.

Sec. 185.—In the election of representatives to Dominion, Grand, or District Councils, or in all cases where a greater number than one are to be

electd, each ballot paper must bear the maximum number of names to be electd.

Should more than the requisite number of representatives be electd as a result of any one ballot, they shall be declared electd in the order in which they stand. In case of a tie, a new ballot will have to be taken. Alternates will be electd in a similar manner.

#### OFFICES HELD UNTIL SUCCESSORS ARE INSTALLED.

Sec. 186.—Officers, other than Sessional, shall continue to hold office until successors are installed.

#### RE-ELECTED OFFICERS NEED NOT BE INSTALLED.

Sec. 187.—Officers who have been re-electd need not be re-installed.

#### OFFICERS ABSENT AT INSTALLATION.

Sec. 188.—If an officer is absent at the time of installation, unless excused by the Council, or by sickness, his office may be declared vacant, and the vacancy may be immediately filled, but if the absent officer elect has been excused, or is ill, then the presiding officer may be empowered to instal him subsequently.

#### OFFICER UNDER CHARGE.

Sec. 189.—No officer under charges shall officiate in any Council during the time occupied in his trial. Should the presiding officer be under charge, the Past Councilor shall preside while any question arising therefrom is under consideration.

**EXPULSION OF OFFICER OR REPRESENTATIVE.**

Sec. 190.—To remove an officer or expel a representative shall require a two-thirds vote of all the members present, and who are entitled to vote at the time the ballot is taken.

**UNAUTHORIZED CIRCULARS.**

Sec. 191.—No circular relating to the Ritual, Laws or general management of this Order, shall be issued or circulated by any Subordinate Council or member of the Order, or be read in or acted upon by any Subordinate Council, unless the same shall bear the approval of the Dominion or Grand Councilor.

**OFFICIAL NOTICES.**

Sec. 192.—All official circulars, notices, etc., issued by any Dominion or Grand Officer, and published in the Official Organ, shall be legal notice to all concerned.

**RITUALS.**

Sec. 193.—(1) All Councils of the Order shall at all times use only the rituals adopted from time to time by the Board of Directors or by the Dominion Council.

(2) Whenever a new or revised edition of the ritual shall be issued, all former editions of the ritual shall become void, and shall not be used in the Order, and must be returned to the Dominion Secretary.

**A VOTE MEANS THE VOTE OF MEMBERS  
PRESENT.**

Sec. 194.—Wherever in this Constitution the expression "Vote," or "Majority Vote," or "Two-thirds Vote," or "Unanimous Vote," is used, it shall mean in each instance the vote of the members present.

## SUPPLIES.

Sec. 195.—All supplies, except for the Sick Benefit Department, are furnished by the Dominion Council. No Grand Council is permitted to print for its own or any use, any Rituals, Charters, Ode, Traveling, Transfer or Withdrawal Cards, or Select Examination Blanks.

## PROPERTY AND FUNDS OF SUSPENDED, REVOKED, OR DEFUNCT COUNCILS.

Sec. 196.—Upon the suspension, surrender or forfeiture of the Charter of a Council, it shall be the duty collectively and individually of the officers and members having the custody of the Charter, books, papers, furniture, and other property, effects and funds of the Council, to assign, transfer and deliver the same to the Dominion Councilor, or to such party or parties as may be specially deputed by the Dominion Councilor to receive the same, who shall hold the same subject to the order of the Grand Councilor of the jurisdiction, or of the Grand Council Executive.

(2) Any officer, or member, having any Charter, rituals, books, papers, furniture, or other property, or funds of a suspended or dissolved Council, or of any Council, in his custody, possession or control, and neglecting or refusing to assign, transfer, or deliver the same, on demand, to the Dominion Councilor, or to a duly appointed deputy of the Dominion Councilor, shall ipso facto stand expelled from the Order, and he shall also be liable to the Dominion Council in the value of such property, which may be recovered in any court of competent jurisdiction at the suit of the Dominion Councilor or of any other party who may be authorized by the Dominion Councilor to act in behalf of the Dominion Council.



## CHARTER SUPPLIES.

Sec. 197.—The Charter fee is paid for the instituting of a Council and not for the purpose of paying for any supplies. The Charter, rituals, and other supplies are given in trust, not sold, to be used only for the purposes of the Order.

## PRONOUNS DENOTE BOTH SEXES.

Sec. 198.—Whenever and wherever there is used in this Constitution a pronoun which denotes the masculine gender, it shall at all times be deemed and held to refer to and mean the feminine gender whenever the person referred to is a female.

## APPEALS—IN WHOM VESTED.

Sec. 199.—(1) The right of appeal shall be vested in every member of the Order, and in the case of the death of a member, the right of appeal shall be vested in his beneficiary.

(2) The right of appeal shall also be vested in every Council; and an appeal shall lie against the action or decision of any officer, or of any Council, except the action or decision of the Dominion Council, whose action or decision shall be final and conclusive in all cases.

(3) Any aggrieved party failing to take an appeal from any action or decision in the manner and within the time laid down in the Constitution of the Order, shall be bound by such action or decision, and shall have no other recourse whether in law or equity in respect to the subject matter of such action or decision.

## APPEALS—GENERAL.

Sec. 200.—(1) Appeals on all questions (excepting those pertaining to the Insurance Department and

Laws), from the actions or decisions of the Select Councilor shall be taken to the Select Council.

(2) From the Select Council to the Grand Councilor.

(3) From the Grand Councilor to the Grand Council.

(4) From the Grand Council to the Board of Directors.

(5) From the Board of Directors to the Dominion Council.

#### APPEALS—INSURANCE.

Sec. 201.—(1) Appeals arising in any of the Councils in connection with the Insurance Department, and in all matters relating to the Insurance Laws of the Order, shall be direct to the Dominion Councilor.

(2) From the Dominion Councilor to the Board of Directors.

(3) From the Board of Directors to the Dominion Council, whose decision shall be final in all questions.

#### PROVISO.

Sec. 202.—By consent, in writing, of all parties concerned in the appeal, when from the decision of the Dominion Councilor, to the Board of Directors; the appeal to the Board of Directors may be made final, and in such cases the decision of the Board of Directors shall be final and binding, upon all parties, and no appeal therefrom to the Dominion Council will be entertained.

#### TIME AND MODE OF APPEAL.

Sec. 203.—(1) All appeals must be taken within one month from the date of the decision, except from

the decision of the presiding officer of a Council which is at the time in session, in which case the appeal must be taken forthwith and before any other business is begun, unless the party affected be not present, in which case an appeal may be taken within one month from the time on which due written notice of the decision is served upon the said party.

(2) The appellant must make the appeal in writing (except from the decision of the presiding officer of a Council which is at the time in session), and immediately notify the appellee in writing, the appellant certifying to that effect.

(3) Every appeal must state the ground of appeal.

(4) Official copies of all the records and documents in regard to the decision or action against which the appeal is taken, and all evidence relating to the subject, properly authenticated under the seal of the Council, shall be forwarded to the higher authority within one month from the date of appeal, and the case shall be decided on the evidence so submitted, unless additional evidence is required by the authority to which the appeal is taken.

(5) All appeals must be decided or referred to the next higher authority within one month from the receipt of all the evidence in the case, except in the case of an appeal to the Grand Council, Dominion Board of Directors, or Dominion Council, which shall be decided at the next ensuing meeting thereof.

(6) The parties interested shall be at once notified in writing whenever a decision or reference is made.

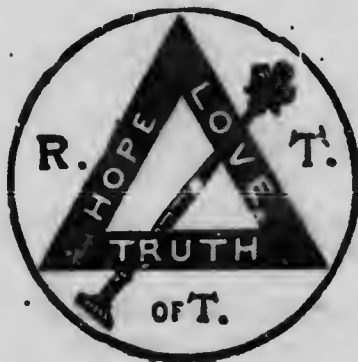
(7) The decisions in all cases shall remain in force until reversed by a higher appellate tribunal.

**MEMBERS HAVE NO RIGHT OF CIVIL ACTION  
UNTIL APPEALS ARE EXHAUSTED.**

Sec. 204.—No member of the Order, nor his beneficiary, nor his legal representative, nor other person, in any way interested in any of his benefits, nor any one deriving legal rights from him, shall be entitled to bring any civil action or other legal proceedings against the Dominion Council, or against any Subordinate Council, until he shall have exhausted all the remedies provided in the Constitution and Laws of the Order by appeals and otherwise; and any member of the Order who shall bring any civil action or other legal proceedings against the Dominion Council or against any subordinate Council, before he shall have exhausted all remedies within the Order, by appeals and otherwise, shall ipso facto stand suspended from the Order.

**LITERATURE MUST BE MARKED "ASSESSMENT  
SYSTEM."**

Sec. 205.—All literature of the Order shall, where required by the Ontario Insurance Act, be marked "Assessment System."



# INSURANCE LAWS

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## LIFE INSURANCE.

Sec. 206.—Any Royal Templar in good standing, not engaged in a prohibited occupation, who is over the age of sixteen, and who is under sixty years of age, may obtain Life Insurance upon complying with the following requirements:

(1) Make application on the prescribed form, accompanied by the required fee, and be elected by his Council.

(2) Pass a satisfactory medical examination, and be approved by the Medical Director.

(3) Be raised in accordance with the Constitution and Ritual.

(4) Sign his certificate, and pay the assessment and assessment fee for the current month.

## FEE FOR RAISING.

Sec. 207.—The fee for raising a member shall be fixed by by-law of the Select Council at any amount not less than sufficient to pay the cost of medical examination and certificate fee, which must be paid by the applicant to the Beneficiary Secretary-Treasurer when making application for the certificate.

## EXAMINATION FEE.

Sec. 208.—The Medical Examiner shall be entitled to a fee of \$2 for each examination made by him, upon recommendation of his Council, and in no case shall the fee accepted be less than one dollar.

### CERTIFICATE FEE MUST ACCOMPANY APPLICATION.

Sec. 209.—The certificate fee shall be \$1, which must be remitted by the Beneficiary Secretary-Treasurer to the Dominion Secretary, before the certificate will be issued.

### MEDICAL EXAMINATION.

Sec. 210.—When a petition for Raising to the Select Degree has been endorsed by the Council, the applicant shall present it to the Financial Secretary, accompanied by the required fee, as prescribed by by-law and receiving the endorsation of this officer, shall present it, with his application, duly executed, for an Insurance Certificate to the Medical Examiner. On receipt of said petition and application, the Medical Examiner shall subject the applicant to a thorough examination, according to the prescribed form, and immediately forward the papers to the Medical Director.

### PROHIBITED OCCUPATIONS.

Sec. 211.—Persons engaged in the following occupations are ineligible for insurance, viz., aeronauts, blasters, employees working on freight, mixed or construction trains, railway switchmen, yardsmen, steam railway car couplers, electric, telephone and telegraph linemen, submarine employees, rafters, river drivers, horse jockeys, miners and manufacturers of highly inflammable or explosive materials.

### ACCEPTANCE OR REJECTION.

Sec. 212.—Whenever the Beneficiary Secretary-Treasurer has received the Insurance Certificate of an

applicant, or has been officially notified that it has been granted, he shall advise the applicant to appear and receive the Degree. Should the applicant fail to appear for the space of three months after such notice is given, without a reasonable excuse, the fee shall be forfeited to the Treasury, and a new election and medical examination will become necessary before admission. If the application for certificate is rejected by the Dominion Council, the Beneficiary Secretary-Treasurer shall return the fee, less the Medical Examiner's fee, to the applicant, and advise that the certificate cannot be issued. An application rejected, cannot be renewed again for three months after date of rejection.

#### APPLICANTS WHO ARE ILL OR INJURED CAN NOT BE RAISED.

Sec. 213.—An applicant for Select membership, who may be ill or suffering from an injury of any kind, at the time he presents himself for Raising, shall not be raised, even though a certificate has been issued, until after he has fully recovered from such illness, or injury, and until he has been re-examined and his application approved by the Medical Director.

#### MAY BE RAISED BEFORE RECEIPT OF CER- TIFICATE.

Sec. 214.—On special dispensation a member may be raised to Select Degree membership by request of such member, before being advised that a certificate is issued, but only on condition that the member is pledged to accept his certificate if issued, or to accept Honorary membership in the Select Degree if application is rejected.

**TO WHOM BENEFITS MAY BE MADE PAYABLE.**

Sec. 215.—Each member, on making application for insurance, shall designate to whom the benefit shall be paid, which may be to any person or persons he may name, related to or dependent upon him, to receive either the whole or a part of such benefit, as follows: First—to member's wife, fiancée, husband, children, grand-children, adopted children, father, mother, sisters, brothers, grand-parents, uncles, aunts, cousins, nieces, nephews, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, step-children, half-sisters or half-brothers. Second—To any person who is dependent on the member for maintenance (food, clothing, lodging or education), in which case satisfactory proof of dependency must be furnished to the Dominion Secretary, before the Certificate can be issued. Provided, however, that in case a member on making application for a Certificate, furnishes satisfactory evidence that he has no relatives dependent upon him, such Certificate may issue to such other person or persons dependent upon him, or to the legal personal representative of such a person as the member may direct, and this proviso shall extend to any and all certificates heretofore issued in favor of a person not a relative or dependent, for the reason that such member had not a relative or dependent, as well as such as may hereafter be issued for the like reasons, or he may direct that it may be paid to the Dominion Council, any Grand Council, or to any officer of the same, in trust, to be used for the promotion of the cause of temperance.

**SYSTEM OF ASSESSMENT.**

Sec. 216.—Life Insurance Certificates shall be issued under two systems, viz.: Level Assessment System, and Modified Step Rate Assessment System.



## SCALE OF ASSESSMENTS.

Sec. 217.—The rate of assessment paid for insurance shall be determined by the system in which the certificate is issued, and the age when making application for a certificate, such age to be reckoned from the nearest birthday, unless the risk has been rated in a higher class by the Medical Director, and shall be as follows:

## TABLES 1 AND 2.

## LEVEL PREMIUM—MONTHLY.

| Age.       | \$500. | \$1,000. | \$1,500. | \$2,000. | \$3,000. |
|------------|--------|----------|----------|----------|----------|
| 16-20..... | \$0.30 | \$0.60   | \$0.90   | \$1.20   |          |
| 21 .....   | .55    | .65      | 1.00     | 1.30     |          |
| 22 .....   | .35    | .65      | 1.00     | 1.30     |          |
| 23 .....   | .35    | .70      | 1.05     | 1.40     |          |
| 24 .....   | .35    | .70      | 1.05     | 1.40     |          |
| 25 .....   | .40    | .75      | 1.15     | 1.50     | 2.25     |
| 26 .....   | .40    | .75      | 1.15     | 1.50     | 2.25     |
| 27 .....   | .40    | .80      | 1.20     | 1.60     | 2.40     |
| 28 .....   | .40    | .80      | 1.20     | 1.60     | 2.40     |
| 29 .....   | .45    | .85      | 1.30     | 1.70     | 2.55     |
| 30 .....   | .45    | .85      | 1.30     | 1.70     | 2.55     |
| 31 .....   | .45    | .90      | 1.35     | 1.80     | 2.70     |
| 32 .....   | .45    | .90      | 1.35     | 1.80     | 2.70     |
| 33 .....   | .50    | .95      | 1.45     | 1.90     | 2.85     |
| 34 .....   | .50    | .95      | 1.45     | 1.90     | 2.85     |
| 35 .....   | .50    | 1.00     | 1.50     | 2.00     | 3.00     |
| 36 .....   | .55    | 1.05     | 1.60     | 2.10     | 3.15     |
| 37 .....   | .55    | 1.10     | 1.65     | 2.20     | 3.30     |
| 38 .....   | .60    | 1.15     | 1.75     | 2.30     | 3.45     |
| 39 .....   | .60    | 1.20     | 1.80     | 2.40     | 3.60     |
| 40 .....   | .65    | 1.25     | 1.90     | 2.50     | 3.75     |
| 41 .....   | .65    | 1.30     | 1.95     | 2.60     |          |
| 42 .....   | .70    | 1.35     | 2.05     | 2.70     |          |
| 43 .....   | .70    | 1.40     | 2.10     | 2.80     |          |
| 44 .....   | .75    | 1.50     | 2.25     | 3.00     |          |
| 45 .....   | .80    | 1.60     | 2.40     | 3.20     |          |

## Insurance Laws.

| Age.     | \$500. | \$1,000. | \$1,500. | \$2,000. | \$3,000. |
|----------|--------|----------|----------|----------|----------|
| 46 ..... | .85    | 1.70     | 2.55     | 3.40     |          |
| 47 ..... | .90    | 1.80     | 2.70     | 3.60     |          |
| 48 ..... | 1.00   | 1.95     | 2.95     | 3.90     |          |
| 49 ..... | 1.05   | 2.10     | 3.15     | 4.20     |          |
| 50 ..... | 1.15   | 2.25     | 3.40     | 4.50     |          |
| 51 ..... | 1.20   | 2.40     |          |          |          |
| 52 ..... | 1.30   | 2.55     |          |          |          |
| 53 ..... | 1.35   | 2.70     |          |          |          |
| 54 ..... | 1.45   | 2.90     |          |          |          |
| 55 ..... | 1.55   | 3.10     |          |          |          |
| 56 ..... | 1.65   | 3.30     |          |          |          |
| 57 ..... | 1.75   | 3.50     |          |          |          |
| 58 ..... | 1.85   | 3.70     |          |          |          |
| 59 ..... | 1.95   | 3.90     |          |          |          |
| 60 ..... | 2.05   | 4.10     |          |          |          |

## MODIFIED STEP RATE PREMIUM—MONTHLY.

|            |        |        |        |        |        |
|------------|--------|--------|--------|--------|--------|
| 16-24..... | \$0.25 | \$0.45 | \$0.70 | \$0.90 |        |
| 25-29..... | .25    | .50    | .75    | 1.00   | \$1.50 |
| 30-34..... | .30    | .55    | .85    | 1.10   | 1.65   |
| 35-39..... | .30    | .60    | .90    | 1.20   | 1.80   |
| 40-44..... | .40    | .80    | 1.20   | 1.60   | 2.40   |
| 45-49..... | .50    | 1.00   | 1.50   | 2.00   | 3.00   |
| 50-53..... | .65    | 1.25   | 1.90   | 2.50   | 3.75   |
| 54-57..... | .75    | 1.50   | 2.25   | 3.00   | 4.50   |
| 58-60..... | .90    | 1.80   | 2.70   | 3.60   | 5.40   |
| 61-63..... | 1.05   | 2.10   | 3.15   | 4.20   | 6.30   |
| 64-66..... | 1.25   | 2.50   | 3.75   | 5.00   | 7.50   |
| 67 .....   | 1.50   | 3.00   | 4.50   | 6.00   | 9.00   |

## PRIVILEGE OF CHANGE TO EITHER SYSTEM.

Sec. 218.—A member who is under 44 years of age, and holding a certificate under the level rate system, shall be at liberty to change his certificate for one under the modified step rate system; or a member holding a certificate in the modified step rate system, may exchange the same for one providing for a level

rate system as per his present age, by making application through his Beneficiary Secretary-Treasurer, and paying the usual certificate fee.

### **DENOMINATIONS OF CERTIFICATES AND AGE AT ENTRY.**

Sec. 219.—Life Insurance Certificates shall be issued of the following denominations, viz.: \$500, \$1,000, \$1,500, \$2,000 and \$3,000.

Life Insurance for a larger amount than 2,000 will only be issued to members between the ages of 25 and 40 years.

Members over fifty years of age shall not be entitled to receive insurance for more than \$1,000.

No insurance under the modified step rate system of assessments shall be issued to members unless they are under forty-five years of age.

Any member holding certificates for a less amount than is herein provided, may increase his insurance to the maximum amount for his age, upon applying in the usual way and passing a satisfactory examination.

### **ASSESSMENT FEE.**

Sec. 220.—To meet the expenses of the Dominion Council, each assessment shall be accompanied by an assessment fee according to the following scale:

Certificates of \$500 or under, 5 cents.

Certificates of \$1,000, 10 cents.

Certificates of \$1,500, 15 cents.

Certificates of \$2,000, 20 cents.

Certificates of \$3,000, 30 cents.

## ASSESSMENT—WHEN DUE.

Sec. 221.—The first assessment shall be paid on the acceptance of the certificate. The next assessment shall be due on the first day of the following month; and thereafter an assessment shall be due on the first day of every month.

## PART PAYMENT NOT ACCEPTED.

Sec. 222.—Beneficiary Secretary-Treasurers must not accept payment of a part of amount due from a member, but shall require that each member pay all dues or assessments then accrued.

## COUNCIL DUES MUST BE PAID.

Sec. 223.—No assessments shall be received by the Beneficiary Secretary-Treasurer until all dues are paid for the months to which the assessments apply.

## ASSESSMENTS MAY BE PAID IN ADVANCE.

Sec. 224.—Any member may pay assessments in advance, but not beyond the end of any one year. All such payments shall be made to the Beneficiary Secretary-Treasurer of his Council, whose duty it shall be to forward the same to the Dominion Secretary, with the next monthly report, and to report such fact on the blank provided for that purpose by the Dominion Council. During the period for which such member has paid assessments in advance he shall remain in good standing, although the Select Council of which he is a member shall for any cause be suspended during said period. Provided, that any member wishing to take advantage of this provision must also, at the same time, pay in advance his Council dues for the same period.

## SUSPENDED CERTIFICATES.

### Failure to Pay Dues or Assessments.

Sec. 225.—A member failing to pay his Life Insurance assessments, Council dues, or any special assessments or dues within thirty days from the date on which they are due, thereby ipso facto suspends his Certificate.

### RE-INSTATEMENT WITHIN TWO MONTHS.

Sec. 226.—A Select member, whose certificate has been suspended for non-payment for a period not exceeding two months from the date on which it was due, may apply for removal of the suspension on a prescribed form and by paying to the Beneficiary Secretary-Treasurer all back and current dues and assessments. If this application is endorsed by the Select Councilor and Beneficiary Secretary-Treasurer, and forwarded to the Dominion Secretary with the arrears of assessments, the certificate may be revived. When it is not convenient to obtain a certificate of good health from the Council officers, a medical certificate shall be required.

### RE-INSTATEMENT IF SUSPENDED FOR OVER TWO MONTHS.

Sec. 227.—(1) Any member whose certificate has been suspended for over two months for non-payment, may have the same revived at any time within six months from the date of suspension, upon complying with the following terms:

(2) He must deposit with the Beneficiary Secretary-Treasurer all dues, assessments and assessment fees that have been levied since the date of suspension, including the one on which he was suspended.

(3) His application must be endorsed by a two-thirds vote of the Select members present.

(4) He must pass a satisfactory medical examination.

(5) The Beneficiary Secretary-Treasurer must make application to the Dominion Secretary for a revival of the Certificate, when, if the Medical Director approves, the certificate shall forthwith be revived.

(6) Should the Medical Director not approve of the examination, the Beneficiary Secretary-Treasurer shall return to the applicant all monies deposited with him. If approved, the back assessments shall be forwarded to the Dominion Secretary with the next assessment, and shall be entered as "back assessments," and the member, whose certificate has thus been revived, shall continue to pay assessments in the same class as when the certificate was issued.

#### FIRST VIOLATION OF PLEDGE.

Sec. 228.—A Select member guilty of a first violation of the pledge, is thereby ipso facto suspended from all benefits of the Order, but if forgiven by the Council of which he is a member, the Dominion Secretary, having been notified, he is thereby reinstated.

#### SECOND VIOLATION OF PLEDGE.

Sec. 229.—A Select member guilty of a second violation of the pledge, thereby ipso facto forfeits all benefits of the Order, and each certificate held by him, is ipso facto cancelled. It is the duty of the Beneficiary Secretary-Treasurer to at once notify the Dominion Secretary of such second violation. A member whose certificate has been forfeited by a sec-

and violation of the pledge can only re-enter this department as a new member.

### **ENGAGING IN PROHIBITED OR HAZARDOUS OCCUPATIONS.**

Sec. 230.—Should a Select member of the Order engage in any prohibited occupation, or change his occupation to one more hazardous than the one in which he was engaged at the time of the issuing of his certificate, without notifying and obtaining permission therefor from the Medical Director, his Insurance certificate shall become null and void from and after the date of his so engaging in such prohibited occupation, and he shall stand ipso facto suspended from all rights to participate in the benefit funds of the Order, and the Beneficiary Secretary-Treasurer, when any such suspension takes place, shall not receive further assessments from such suspended member. He shall enter such suspension on his records and report the same to the Dominion Secretary as he would report any other suspension, giving date and cause thereof, and in case any assessment shall be received from a member who has thus engaged in a prohibited occupation after his admission, the receipt thereof shall not continue the insurance certificate of such member in force, nor shall it be a waiver of his engaging in such prohibited occupation.

### **TRAVELING OR RESIDING IN FOREIGN PARTS.**

Sec. 231.—Members are not protected under this law should they travel or reside in foreign countries or engage in hazardous pursuits, unless permission has been obtained from the Board of Directors or the Medical Director. Travel or residence in the United States, north of the 37th parallel of north latitude, is hereby exempt from the provisions of this section.

## CERTIFICATE—When Void.

Sec. 232.—No benefit shall be paid on account of the death of a member while his Council is under suspension, notwithstanding he may have been in good standing at the time of its suspension, unless the beneficiary shows all assessments and dues were paid when due; and no benefit shall be paid on account of the death of any member while engaged in a mob, riot or insurrection, or while in the military or naval service in time of war, except by permission of the Board of Directors; or who may, in his application for insurance, have given wilfully false answers material to the contract, regarding his age, habits, physical condition, or family history; or who may, after his admission, be killed from the result of injuries received, or become disabled while engaged in any of the occupations prohibited under these laws; or while engaged in a hazardous occupation for which he has not paid the extra rate, and been so reported to the Dominion Council, or when executed by judgment or order of any Court; or when death was the result of suicide, within one year after admission, whether the member taking his own life was sane or insane at the time; or when the death of the member was intentionally caused by the beneficiary or beneficiaries of such member; provided, that in case of suicide, within five years after admission, all assessments paid to the Dominion Council by such members shall be refunded to the beneficiary named in the certificate, and such refund shall be the full amount that can be claimed in any such case.

## UNCONSTITUTIONAL PAYMENT.

Sec. 233.—The Dominion Council shall not be liable for the illegal receipt of arrears of assessments from suspended members or those in arrears, and receipting



therefor by any officer of a Subordinate Council, and the re-instatement of any suspended member, except as provided in these laws, shall not be binding on the Dominion Council.

**NEW CERTIFICATES.**

Sec. 234.—A member, by making application through the Beneficiary Secretary-Treasurer of his Council, and paying a fee of fifty cents, may obtain a new certificate.

(a) To replace one lost or destroyed, on certifying to the loss of the same and signing a waiver prepared for the purpose.

(b) To reduce amount of benefit.

(c) To change the beneficiaries or apportionment.

**NEW CERTIFICATES CANCEL THOSE PREVIOUSLY ISSUED.**

Sec. 235.—The issuing of new Certificates shall cancel and render null and void any and all previous Certificate issued to a member.

**BENEFIT CERTIFICATES NOT TO BE SOLD OR ASSIGNED.**

Sec. 236.—No Benefit Certificate nor benefit, nor claim for benefit, shall be sold or assigned to another, nor shall the beneficiary or beneficiaries be changed, except in the manner provided in the Constitution and Laws of the Order and by the Ontario Insurance Act. Nor shall the beneficiary, during the life of a member, sell or assign his interest in the member's mortuary benefit, or any portion thereof.

## FRAUD AND DECEPTION.

Sec. 237.—Should it appear that, through deception or inadvertency, a person physically ineligible has procured an Insurance Certificate, it shall be the duty of any member of his Council, having cause to believe that any Insurance Certificate has been so procured, to advise the Medical Director of the facts without delay; whereupon the Medical Director shall satisfy himself as to the facts. When he becomes satisfied that the complaint is well founded, he shall appoint two physicians, who shall make a thorough medical examination of such person who procured the Insurance Certificate. Such physicians shall make full reports to the Medical Director, who shall declare the Insurance Certificate in question void or valid; and the name of the informant shall, under no circumstances, be exposed, unless it appears that the charge is malicious.

## OBTAINING MEMBERSHIP OR BENEFITS THROUGH FRAUD.

Sec. 238.—Any member who shall obtain, or try to obtain, life insurance or benefits thereunder, by false representation in his application or medical examination, or by other fraudulent means, or by mis-statements as to his age, or by concealing any mental or physical infirmity or other material fact, shall ipso facto forfeit all payments he may have made and all benefits to which he or his heirs, or his beneficiaries, would have been entitled, and, on conviction, such member may be expelled from the Order.

(2) The trial in such cases shall be before the Board of Directors.

## STATUS OF BENEFICIARY MEMBERS DURING APPEAL.

Sec. 239.—A member holding an Insurance Certif-

ate who has been suspended or expelled from the Order, and who has appealed in proper form against such suspension or expulsion, shall continue to pay his assessments and assessment fees to the Beneficiary Secretary-Treasurer of the Council from which he was suspended or expelled. The Beneficiary Secretary-Treasurer shall receive and forward them in the regular manner to the Dominion Secretary, who shall receive them without prejudice. Should the final tribunal to which the appeal is taken decide against the member, the amount of assessments paid in since the date of his suspension or expulsion shall be returned to the member, and his certificate will be ipso facto cancelled thereby. During the continuance of the appeal the member must pay Council dues as though he was a member in good standing.

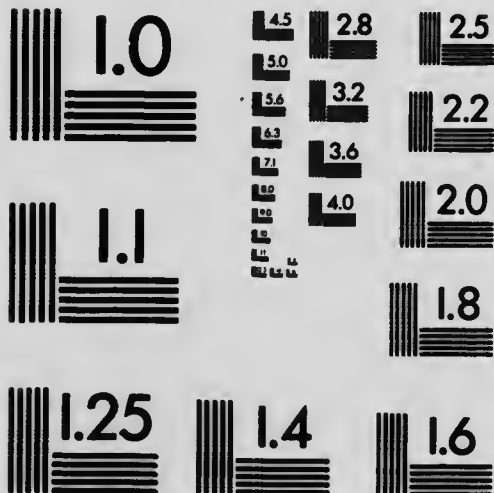
#### MAKING ROYAL TEMPLARS AT SIGHT.

Sec. 240.—(1) The Dominion Councilor and Grand Councilors, within their own jurisdiction, shall have power, in exceptional cases, when clearly in the interests of the Order, to make Royal Templars at sight. They shall have power to delegate their authority to make a Royal Templar at sight to a deputy, specially appointed by them for that purpose.

(2) To make Royal Templars at sight, it shall be necessary for the duly authorized officer or agent to require the applicant to properly fill in and sign an application for membership, and pay the required fee, after which he shall administer to the applicant the obligation of the Order, have him sign the declaration and issue to him a membership card, of duly authorized form, whereupon the applicant shall become a member of the Order, shall countersign in a space provided for the same on the membership card, which shall be forwarded for deposit to any Council he may select, and if elected to membership thereafter he shall be a member of such Council, and shall



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pay to the Council the regular fees and dues of the Order. PER

### MEMBERS AT LARGE.

Sec. 241.—Every person who is made a Royal Templar at sight shall be an unattached member-at-large, and shall so remain until elected by some Council to membership therein.

In addition to the payment of the regular assessment and assessment fees, and in lieu of the usual quarterly dues, he shall remit monthly to the Dominion Secretary the sum of thirty cents.

### MEMBERS IN LOCALITIES WHERE NO COUNCIL EXISTS.

Sec. 242.—Any Select member who has removed to a locality where there is no Council, and desires to become a Member-at-large, shall make due application to the Dominion Secretary, setting forth in such application the circumstances of the case. If satisfactory, the Dominion Secretary shall notify the applicant of the same. The applicant, upon receiving such notice, shall remit monthly to the Dominion Secretary, as provided by the Constitution re members-at-large. CAL

### MEMBERS-AT-LARGE MAY RECEIVE QUARTERLY TOKEN.

Sec. 243.—An unattached member-at-large shall be deemed to be under the immediate jurisdiction of the Dominion Council; and may receive the quarterly token from any deputy, or from the Select Councilor of any Council under the written order of the Dominion Secretary. ME

**PER CAPITA TAX TO GRAND COUNCILS FOR MEMBERS-AT-LARGE.**

Sec. 244.—An account for a Council-at-large, shall be opened by the Dominion Secretary under the name of each Grand Council, and members-at-large residing in each jurisdiction shall be placed in their respective Councils. The Dominion Secretary shall remit the per capita tax quarterly for each such member, giving name and address of same to the Grand Secretary of the jurisdiction in which the member resides.

**CONSTITUTION AND RITUAL.**

Sec. 245.—It is hereby provided that the Constitution, Forms and Rituals, as promulgated by the Dominion Council, and the Forms and Rituals promulgated by the Board of Directors, are an integral part of the Beneficiary law of said Dominion Council.

**CANDIDATES MUST BE FURNISHED WITH A CONSTITUTION.**

Sec. 246.—Every candidate shall, at the time of his raising, be furnished with a copy of the Constitution and Laws of the Order.

**MEMBERS AND BENEFICIARIES SUBJECT TO LAWS OF THE ORDER.**

Sec. 247.—Every member of the Order and every person deriving benefits or other legal rights from such a membership, shall be subject to and be bound by the Constitution and Laws of the Order in force at the time such member was admitted to membership, as well as by any amendments thereto which may thereafter be made from time to time.

## OFFICERS IN ALL CASES AGENTS OF THE MEMBERS OF THEIR RESPECTIVE COUNCILS.

Sec. 248.—Officers of Select Councils, now organized or which may hereafter be organized, shall, at all times, be deemed and held to be agents and servants of the members of the Select Council by which they are elected, and not in any sense the agents, or servants, of the Dominion Council, for any purpose whatever, and all acts, omissions, statements and representations made by any such officer, person or persons, which in any manner relate to, or in any manner affect any contract, or obligation now existing, or which may hereafter be named between any persons who have procured, or may hereafter procure, any insurance certificate, to be issued to them by the Dominion Council, shall at all times be deemed and held to be the acts, omissions, statements, and representations of the persons so securing such certificate, and to have been omitted, made or done at their request, or with their knowledge and assent, and not to have been omitted, made or done in behalf of or to be in any manner binding upon the said Dominion Council.

## SPECIAL ASSESSMENTS.

Sec. 249.—Whenever the surplus is reduced below \$25,000, the Dominion Secretary shall levy a special assessment. Each Beneficiary Secretary-Treasurer, upon receipt of a notice of a special assessment, shall forthwith issue a call upon, and on the first day of the following month collect from each member holding a Life Insurance Certificate, an assessment of the same amount as is provided in the table of rates under which his certificate is issued, and he shall forward the same to the Dominion Secretary with the current regular return. Failure to pay ipso facto suspends



HE Certificate under the same conditions as failure to pay a regular monthly assessment.

### SUSPENSION OF COUNCILS FOR FAILURE TO MAKE PROMPT RETURNS.

Sec. 250.—Assessments are due and payable on the first day of each month, and must be paid to the Beneficiary Secretary-Treasurer not later than the thirtieth day of the same month; and the returns must be mailed by the Beneficiary Secretary-Treasurer in time to reach the office of the Dominion Secretary not later than the tenth of the month following. If the report, accompanied by the cash, is not received by the Dominion Secretary on or before the tenth of the month, as stated above, the Council is thereby ipso facto suspended from all benefits.

### VIOLATION BY COUNCILS OF THE CONSTITUTION AND LAWS OF THE ORDER.

Sec. 251.—Should a Council or a Select Degree be in open rebellion to the Constitution and Laws of the Order, or in contempt of the constituted authorities of the Order, its charter may be forthwith suspended by the Dominion Councilor, or by the Grand Councilor of the jurisdiction, and its charter may thereafter be declared forfeited by the Board of Directors.

### STATUS OF MEMBERS OF SUSPENDED OR DIS-SOLVED COUNCILS.

Sec. 252.—(1) Any member of a Council whose charter has been suspended, and any member of a Council which has surrendered or forfeited its charter, who was in "good standing" at the time of such suspension, surrender or forfeiture, may be admitted into any other Council after having received from

the Grand Secretary a transfer card, signed by him and countersigned by the Grand Councilor, with the seal of the Grand Council affixed.

(2) Such card shall not be granted until the member has given satisfactory evidence that he was in "good standing" at the date of the surrender; suspension, or forfeiture of such charter, and has paid to the Dominion Secretary all assessments, dues, assessment fees, and other demands of the Order, to the date that he otherwise would have had to pay. The member shall apply for such a card within ninety days from the date of the suspension, surrender or forfeiture of the charter of his Council.

(3) If the application for such a card is not made within sixty days of such surrender, suspension or forfeiture, then the application must be accompanied with the fee of one dollar and a certificate of good health, fully and properly filled in and executed, and, if required by the Board of Directors or by the Dominion Secretary, such application shall be submitted to the Medical Director for his approval, and, if required by the Dominion Secretary, the applicant must, in all cases, give satisfactory evidence of his loyalty to the Order at the time of the suspension, surrender or forfeiture of the charter of his Council.

(4) Upon the member complying with the provisions of sub-sections one, two and three of this section, the Dominion Secretary shall issue to such member a transfer card, as a member-at-large, which card shall remain good for one year, provided the member continues to pay all demands against him as provided in the Constitution and Laws of the Order; otherwise such card shall become void whenever the member fails to pay any assessments, assessment fees, dues, or other demands of the Order at the time they are due.

(5) Members of a Council whose charter has been suspended, surrendered, or forfeited, shall not be en-

titled to any benefits, except as provided in sub-section six of this section, until they have received transfer cards from the Grand Secretary as provided in sub-sections three and four of this section; and if they do not apply for such cards within ninety days from the date of the suspension, surrender of forfeiture of the charter of their Council, their reinstatement shall be subject to the Constitution and Laws of the Order; or they may be re-admitted into another Council as new members, without the ceremony of initiation, provided that the statement of the facts in the case shall be submitted with, and be made a part of, the application for membership to such Council.

(6) Any member of the Council who had his assessments, assessment fees, dues and other demands of the Order at the time of the suspension, surrender or forfeiture of its charter, paid in advance to the Dominion Council, shall be deemed to be in "good standing" during the period covered by such advance payments, notwithstanding such suspension, surrender or forfeiture.

### NOTICE OF DEATH.

Sec. 253.—On the death of a Select member in good standing, the Beneficiary Secretary-Treasurer shall immediately notify the Dominion Secretary of the fact, the necessary forms shall be forwarded to the Beneficiary Secretary-Treasurer, whose duty it will be, to see that they are duly executed and returned to the Dominion Secretary.

### PAYMENT OF CLAIM ON FILING OF PROOFS OF DEATH, AGE, ETC.

Sec. 254.—If the proofs and all claim papers are deemed sufficient and satisfactory by the Medical Director, the Dominion Secretary and the Solicitor, an order for the amount of insurance shall immediately

be drawn and made payable to the order of the party or parties to whom the benefit is due, and forwarded to the Beneficiary Secretary-Treasurer of the Council of which the deceased was a member; the Select Councilor of the Council shall deliver the same to the person or persons thereto entitled, taking a receipt for the amount, which shall remain on file, in the possession of the Council, and he shall immediately forward the Insurance Certificate, duly receipted and cancelled, to the Dominion Council. If the proofs are not satisfactory to the officers named, the case shall be reserved for the consideration of the Board of Directors. In case the age of the insured shall have been officially admitted by the Dominion Council during the lifetime of the insured, no further proof of age will be necessary.

#### PROOF OF DEATH OF MEMBER-AT-LARGE.

Sec. 255.—In case of the death of a member-at-large in "good standing," the "Proof of Claim for Payment of Insurance" shall be executed by the Dominion Councilor and Dominion Secretary, or by the officers of the Council of which he may have been a member, as the case may be, and his insurance and all other benefits of the Order shall be paid the same as if he had been regularly a member of some Council; provided, that when a member-at-large dies in the vicinity of a Council, such Council shall make the Proof of Claim the same as if the deceased had been a member of the same Council. In case the proofs of claim have been executed by the Dominion Councilor and Dominion Secretary, the claim must be submitted to and endorsed by the Board of Directors before payment.

#### WHO ARE BENEFICIARIES WHEN NO DESIGNATION IS MADE.

Sec. 256.—In the event of the death of the bene-

cate before the death of such member, if no designation be made, the benefit shall be paid, first, to the widow or widower, if living; if no widow or widower, to the children; if no children, to the dependents; if no dependents, to the mother; if no mother, to the father; if no father, to the brothers and sisters, share and share alike. And if no person or persons shall be found entitled to receive the same, as provided, then it shall revert to the Beneficiary Fund of the Order; provided, however, that the Board of Directors may authorize the payment of a sum not to exceed two hundred dollars for the sick and funeral expenses of such deceased member. If more than one beneficiary be named in the certificate, or otherwise legally designated, the funds shall be paid to the beneficiary or beneficiaries surviving the member.

#### PAID WITHIN NINETY DAYS.

Sec. 257.—The amount due under any certificate shall be paid within ninety days from the final acceptance and approval of proof of claim.

#### CLAIMS MAY LAPSE.

Sec. 258.—(1) If the required proofs of claim for payment of insurance, are not filed within one year from the time of the death of a member, all claims whatsoever which the beneficiary or beneficiaries, heir or heirs, might have had against the Dominion Council in respect of such deceased member, shall lapse and become absolutely null and void.

(2) If the Dominion Council refuses to pay a claim, and the beneficiary or beneficiaries, or representatives of the deceased, fail to take action, or legal proceedings, to establish a claim within six months from the date of which they were notified of such refusal of the claim, then the claim shall lapse, and become absolutely null and void.

# INSTITUTION.

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## GRAND COUNCIL.

Sec. 259.—(1) When any Province or Territory has within its boundaries ten Select Councils, with at least three hundred members in good standing, a Grand Council may be instituted.

(2) When two or more Councils in a Province or Territory entitled to a Grand Council, petition for its institution, the Dominion Councilor shall notify each Council in the proposed jurisdiction, and direct that a vote be taken upon the following questions:

(a) Shall a Grand Council be formed?

(b) At which, of certain designated places, shall the meeting for institution be convened?

(3) The Recording Secretary of each Council shall report to the Dominion Councilor the result of the vote. If a majority of the votes cast are favorable to the institution of a Grand Council, it may be instituted. The place for which the largest number of votes are cast shall be designated as the place of meeting.

(4) When it is decided that a Grand Council shall be instituted, the Dominion Councilor shall notify each Select Council of the time and place of meeting, and request that regular and alternate representatives be elected, according to Grand Council Constitution.

(5) The Recording Secretary shall execute and forward to the Dominion Councilor a certificate of elec-

tion for each regular representative and one for each alternate representative, furnishing each with a duplicate copy.

(6) A Grand Council shall be instituted by the Dominion Councilor, or by a Deputy commissioned by him for that purpose.

(7) The charter fee shall be an amount sufficient to cover the expenses of the Dominion Council connected with the formation.

(8) At the formation of a Grand Council, the Grand Past Councilor shall be elected in the same way as other officers, and any member of the Grand Council will be eligible for election to the office of Grand Councilor, and three Grand Trustees shall be elected, one of whom shall serve one year, one shall serve two years, and one shall serve three years, at each annual session thereafter one Grand Trustee shall be elected to serve three years.

#### DISTRICT COUNCILS.

Sec. 260.—The Grand Secretary, when requested by three Select Councils in any County or Judicial District, for a charter for a District Council, shall call upon the Select Councils to elect representatives to attend a meeting, at such time and place as may be most convenient, for the purpose of organizing a District Council.

#### DISTRICTS MAY UNITE.

Sec. 261.—In Counties or Judicial Districts where no District Council exists, Select Councils may unite for District purposes with the adjoining District which may be most convenient. The Select Councils in adjacent counties, where no District Councils exist, may unite to form one.

### COUNCILS MAY UNITE WITH ADJACENT DISTRICTS.

Sec. 262.—By consent of their own District Council, Select Councils may join the District Council, which is held in the County or Judicial District most convenient to their place of meeting.

### WHO SHALL PRESIDE.

Sec. 263.—The Grand Councilor, or a Deputy designated by him, shall preside at such meeting until the officers have been elected and installed.

### ELECTION OF OFFICERS.

Sec. 264.—Officers shall be elected in accordance with the provisions of the Constitution, provided that at the formation of a District Council, the District Past Councilor shall be elected in the same way as other officers, and three Trustees shall be elected, one of whom shall serve one year, one shall serve two years, and one shall serve three years, and at each annual meeting thereafter one Grand Trustee shall be elected to serve three years.

### CHARTERS AND DISPENSATIONS.

Sec. 265.—Whenever twenty-five or more persons in a locality shall petition for the institution of a Select Council in their midst, the Dominion Councilor, Grand Councilor, District Councilor, or a Deputy duly authorized for that purpose, may proceed to institute a Council.

### SELECT COUNCILS.

Sec. 266.—All Charters for Select Councils shall emanate from the Dominion Council, but shall not go



## SPECIAL DISPENSATION.

into effect until such time as they are signed by the Grand Councilor and Grand Secretary of the jurisdiction in which the Council is located.

Sec. 267.—(1) Except by special authority, in writing, from the Grand Councilor, or from the Dominion Council of the jurisdiction, a Select Council shall not be constituted with less than twenty-five members.

(2) Councils may be instituted anywhere under the authority of the Dominion Council by the Dominion Councilor, or by agents specially appointed for the purpose.

(3) On the institution of a Select Council, under the authority of a Grand Council, a dispensation shall issue to such Council, pending the granting of a charter by the Dominion Council, and thereafter such charter shall not be suspended or revoked, except for cause, as provided under the Constitution and Laws of the Order, nor can it be voluntarily surrendered so long as seven members in good standing object thereto.

(4) On the institution of a Select Council the instituting officer shall, within two days, transmit the Institution Returns to the Grand Secretary and Dominion Secretary.

## CHARTER FEE.

Sec. 268.—The amount of charter fee for a new Council shall be fixed by By-Laws of the Grand Council, and shall cover the cost of supplies and expenses of institution.

## BALLOTING.

Sec. 269.—The instituting officer shall cause the

chartered petitioners to ballot among themselves to see whether or not they will associate as members informal, and an individual ballot shall be taken in the order that the names of petitioners appear on the charter list. The individual balloting shall continue until two black balls are cast, when the instituting officer shall declare the applicant rejected. and order a collective ballot upon the balance, and if not more than one black ball appears, they shall be declared elected.

### BONDS.

Sec. 270.—The Organizer shall require such bonds before the final institution of the Council, as are required by the Constitution of Select Councils, the premium for the same to be forwarded to the Dominion Secretary.

All bonds shall run concurrently with the calendar year, and in the case of new Councils, a pro rata amount for the unexpired portion of the calendar year shall be required.

### FEEES FOR CHARTER MEMBERS.

Sec. 271.—Each Council, at its institution, shall have power to fix the amount of its initiation fee for charter members.

Sec. 272.—Charter rates and privileges shall continue thirty days from the date of a Council's institution.

### ELECTION OF OFFICERS.

Sec. 273.—Officers shall be elected according to the provisions of the Constitution, provided that at the

institution of a Select Council the Past Councilor shall be elected in the same way as the other officers, and any member shall be eligible for election to the office of Select Councilor; and three Trustees shall be elected, one of whom shall serve one year, one shall serve two years, and one shall serve three years.



# RULES OF ORDER.

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*"Let all things be done decently and in order."—Cor. xiv. 40.*

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The following Rules of Order shall govern debate, questions of order, and the transaction of business in every grade of Council of the Order, making the necessary change in the title of the presiding officer, and otherwise making them apply to the Council in session:

## DUTIES AND PRIVILEGES OF SELECT COUNCILOR.

1.—It shall be the duty of the Select Councilor to preserve order and endeavor to conduct all business coming before the Council to a speedy and proper result.

2.—He shall state every question properly presented to the Council, and before putting it to a vote shall ask, "Is the Council ready for the question?" Should no member offer to speak, he shall rise and put it, and after he has risen no member shall be permitted to speak upon it.

3.—The Select Councilor shall have a vote in all cases of ballot, but in ordinary cases he shall not vote, except when a tie occurs, when he shall have a casting vote. He shall inspect and announce all votes and decisions. His decision on points of order shall not be debatable, unless, entertaining doubts on the subject, he invites discussion.

4.—He may speak to points of order in preference to other members of the Council (rising from his seat for the purpose), and decide all questions of order, subject to an appeal to the Council by five members in writing. On such an appeal no member shall speak more than once.

5.—When an appeal is made from the decision of the Select Councilor, he shall put the question thus: "Shall the decision of the chair be sustained?"

6.—It shall be the duty of the Select Councilor or Past Councilor, and the privilege of any member of the Council, to call a member to order who violates an established rule of order.

## MOTIONS.

7.—A motion must be seconded and afterwards repeated from the chair, or read aloud, before it is debated.

8.—All resolutions must be submitted in writing.

9.—Any member having made a motion may withdraw it, with leave of seconder, before it is debated, amended, postponed, ordered to lie on the table, or decided, but not afterwards, without leave of the Council, and if withdrawn, the proceedings shall not appear in the minutes.

10.—A motion to amend an amendment to an amendment shall not be entertained.

11.—An amendment destroying or altering the intention of a motion, shall be in order, but an amendment relating to a different subject shall not be in order.

12.—On an amendment to "strike out and insert," the paragraph to be amended shall first be read as it stands; then the words proposed to be struck out and those to be inserted, and finally the paragraph as it would stand if so amended.

13.—Any member may call for the division of a question containing distinct propositions. The majority shall decide whether the division called for will leave distinct and entire propositions, separate from each other.

## DEBATE.

14.—When a member speaks or offers a motion, he shall rise in his place and respectfully address the Select Councilor, confining himself to the question under consideration, and avoiding personal and unbecoming language.

15.—When a member is called to order he shall take his seat until the point is determined.

16.—When two or more members rise to speak at the same time, the Select Councilor shall decide who is entitled to the floor.

17.—No member shall speak more than twice except for explanation, or longer than five minutes, on any question, without the leave of the Council, the same to be granted or refused without debate.

18.—When a member is speaking, no one shall interrupt, except for the purpose of calling to order, or rising to state a point of order. A member allowed to explain shall only have a right to explain an actual misunderstanding of language, and shall be strictly prohibited from going into debate on the merits of the case.

19.—For any member in debate to impeach the motives of a fellow member, or treat him with personal disrespect, or to pass between a member speaking and the Chair, shall be deemed a violation of order, which may incur the censure of the Select Councilor, or of the Council.

20.—If any member should feel aggrieved by a decision of the Chair, he may appeal from such decision to the Council.

21.—Any conversation, by whispering or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed a violation of order, and if persisted in shall incur censure.

#### PRIVILEGED QUESTIONS.

22.—When a question is before the Council, the only motion in order shall be 1st, to adjourn; 2nd, the previous question; 3rd, to lay on the table; 4th, to postpone indefinitely; 5th, to postpone to a definite period; 6th, to refer; 7th, to divide, if the sense will admit of it; 8th, to amend—to take precedence as herein arranged.

23.—When the previous question is moved and seconded, it shall be put in this form: Shall the main question now be put? If this is carried, all further amendments and debates shall be excluded, and the question put without delay. If the question has been amended, the vote shall be taken on the amendment first. If more than one amendment has been made, the last made amendment in order shall take precedence in the vote. It shall not be in order to reconsider the agreement to take the previous question.

24.—When a motion is postponed indefinitely, it shall not come up again during the session.

#### ADJOURNMENT.

25.—A motion to adjourn shall always be in order, except, 1st, when a member is in possession of the

floor; 2nd, while the yeas and nays are being called; 3rd, when the members are voting; 4th, when adjournment was the last preceding motion; or, 5th, when it has been decided that the previous question shall be taken.

26.—A motion to adjourn cannot be amended, but a motion to adjourn to a given time may be and is open to debate.

## QUESTIONS NOT DEBATABLE.

27.—1st, a motion to adjourn, when to adjourn simply; 2nd, a motion to lay on the table, when claiming privilege over another motion; 3rd, a motion for the previous question; 4th, a motion to reconsider; 5th, a motion to read a paper; 6th, a motion to take up particular items of business; 7th, questions of order, when not appealed from the decision of the Select Councilor, or not submitted by him to the Council; 8th, granting leave to speak; 9th, to excuse from voting; 10th, granting leave to withdraw a report or resolution.

## READING OF PAPERS.

28.—The reading of any papers called for, relating to the subject under debate, shall always be in order.

## TAKING A VOTE.

29.—When the presiding officer has commenced taking a vote no further debate or remark shall be admitted unless a mistake has been made, in which case the mistake shall be rectified, and the presiding officer shall recommence the vote.

30.—When the decision of any question is doubted, the presiding officer shall direct the Herald to count the votes in the affirmative and negative, and report the same to him.

31.—The yeas and nays upon any question before the Council may be called for by two members, and upon the assent of one-third of the members present, shall be taken. They may be called for at any time before a peremptory decision of the votes from the Chair is given.

32.—In taking the yeas and nays the Secretary shall call the roll, and record the yeas and nays. After the

## Rules of Order

roll is called the result shall be read aloud to rectify mistakes (if any), after which the Secretary shall hand the vote to the Select Councilor, who shall announce the same.

33.—Each member of a Council, who is entitled to a vote, shall, if requested by five members, vote thereon, unless excused by a majority vote of the Council. No member shall vote who was not in the room at the time the question was put to the Council.

### FILLING BLANKS.

34.—When any blank is to be filled by the names of persons, a vote shall be taken on the names in the order of their nomination, but when a blank is to be filled by any sum of money or time proposed, the question shall first be put on the largest sum and the most remote time.

### RECONSIDERATION AND APPEAL

35.—A question may be reconsidered any time during the session or at the first regular session thereafter, but a motion for reconsideration, being once made and decided in the negative, shall not be renewed before the next regular session.

36.—A motion to reconsider must be made and seconded by members who voted in the majority. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. To reconsider a resolution, etc., the decision of which has officially passed out of the hands of the Council, shall not be in order.

37.—A motion to repeal or rescind a resolution shall be offered in writing and announced at a preceding regular session before action shall be taken on the same, and shall only be in order when the motion to reconsider is no longer available.

### COMMITTEES AND THEIR REPORTS.

38.—The first one named in the appointment of a committee shall be convener of the same, and shall call the committee together at such time and place as he may select, but when thus convened, any committee may elect its own chairman and secretary.



39.—All reports of committees, except reports of progress, shall be made in writing, and signed by a majority.

40.—When a majority's report is followed by a report from the minority of committee, the former, after being read, shall lie on the table until the latter is presented, after which on motion either may be considered.

41.—When a report has been read it shall be considered as properly before the Council without a motion to accept.

42.—When a report is submitted to which a resolution is attached, action shall only be taken on the resolution, unless the report be considered improper or incomplete, in which case it may be recommitted.

43.—No report or resolution properly before the Council shall be withdrawn without its permission.

44.—When a report is submitted with no resolution attached, it shall be competent for the Council to alter or amend it.

MISCELLANEOUS.

45.—No member shall be given permission to retire when only a quorum is present.

46.—Any of these Rules of Order may be suspended for the time being by a two-thirds vote of members present.

47.—All questions, not otherwise provided for in the Rules of Order, shall be determined by a majority vote of the members present.

# CODE OF PROCEDURE.

## CHARGES.

Rule 1.—Any charge against a member of this Order must be full, clear and explicit, and must state whether for "Violation of Pledge," "Violation of Obligation," or for "Conduct unbecoming a Royal Templar," and must be accompanied with full specifications as to the nature of the offence, and the time and place of its occurrence, with sufficient clearness to enable the committee to proceed with the investigation, and must be signed by the person bringing the charge.

Rule 2.—Charges shall be in form as follows:

To.....Council, No..... R. T. of T. ....190..  
I,.....a member of.....Council, No....., do hereby charge Bro.....of.....Council with having  
.....by....(state the offence) and I ask that a committee to investigate said charges be appointed.

Signed.....

Rule 3.—The charges and specifications must be read in full by the Recording Secretary under "Reception of Communications," shall be received without discussion and come up for action under "New Business," when (unless the Council shall decide that the alleged offence is not within its jurisdiction, or is frivolous), a committee of three shall be appointed.

Rule 4.—The Recording Secretary shall furnish the accused and the chairman of the committee with a copy of charges and specifications, under seal of the Council, with the statement that they are true copies of the original on file with him.

## NOTICES.

Rule 5.—The Secretary of the Committee shall personally serve the accuser and the accused with a seven days' notice (as per form attached) of the time and place of trial, or, if sent through post office, it shall be mailed ten days previous to the day of hearing.

.....190..

Bro.....

The Committee of Trial on the charges and specifications preferred by.....against.....will meet at.....on.....next, and you are hereby notified to be present with your witnesses, and sustain (if accuser), or defend (if accused) the same. In case you fail to appear, you will be reported to the Council as guilty of contempt. Yours in H., L. and T.,

.....Chairman.  
.....Secretary.

Rule 6.—The accuser and the accused shall each procure the attendance of their respective witnesses, and must notify them of the time and place of trial.

Rule 7.—Should the accused neglect or refuse to appear, either personally or by counsel, before the committee of trial, without a valid excuse, the committee shall report him guilty of contempt, and the Council shall then proceed the same as if the trial had been proceeded with and the accused found guilty by the committee. Should the accuser fail to appear without a valid excuse, the case will be dismissed, and shall be so reported to the Council. Should a necessary witness, who is a member of the Order, refuse to appear when duly notified to do so by either the accuser or the accused, the chairman of the committee shall issue a summons.

.....190..

Bro.....

You are hereby summoned (or requested, to a person not a member of the Order) to appear before the Committee of Trial on the charges of Bro.....against Bro.....now pending at.....on.....and give evidence of what you know in the case; this you are not to omit under penalty as prescribed by our laws.

.....Chairman.  
.....Secretary.

Rule 8.—Should a witness refuse to appear after the service of the above summons, the committee shall report him to the Council as guilty of contempt. The attendance of witnesses who are not members of the Order must be voluntary, as no penalty can be attached to their non-attendance. The accuser and the accused may each employ counsel, who must be members of the Order. When counsel is employed by either the accuser or the accused, the party employing such counsel shall take no part in the proceedings, except to give evidence.

## WITNESSES.

Rule 9.—Witnesses shall sign the following obligation:

.....190..

I.....do solemnly promise upon my sacred honor, that the evidence I shall give in the matter of charges preferred by.....against.....shall be the truth and nothing more or less.

Signed.....Witness.

Rule 10.—Depositions of resident witnesses will not be received without the privilege of cross-examination.

Rule 11.—Only one witness shall be allowed to be present at a time. The committee shall allow no person to be present at an investigation except the accused, the accuser, their respective counsel and the witness giving evidence.

Rule 12.—Witnesses shall be permitted to give evidence without interruption, which must be taken down by the Secretary of the Committee, after which members of the committee may ask additional questions; then the opposite party may cross-examine, but no witness shall be required to answer, or counsel of either party be permitted to ask impertinent questions.

Rule 13.—At the conclusion of an examination the Secretary shall read the evidence, which may be corrected, and shall then be signed by the witness as being a true statement.

## TRIALS.

Rule 14.—The committee having met at the time and place appointed, the chairman shall call to order, the Secretary shall call the roll, and if two members of the committee respond to their names, they may proceed.

~~Rule 15.~~ Rule 15.—The accused and the accuser, being present, personally or by counsel, and answering, the Secretary shall read the charges and specifications,

and the accused may plead to each of the allegations, one or more of the following answers:

1st, Admit the facts with intent to justify the offence.

2nd, Guilty.

3rd, Not Guilty.

Rule 16.—The examination of witnesses shall proceed in the regular order—1st, evidence of witnesses present; 2nd, depositions of absent witnesses; 3rd, documentary evidence. The examination of witnesses present must in all cases be concluded before documentary evidence is admitted. At the close of the examination, each party shall be allowed to review the evidence, under such restriction as the committee may prescribe.

#### COMMITTEE'S REPORT.

Rule 17.—The report shall show the finding of the committee on each allegation contained in the specification, and shall be accompanied with the original evidence taken during the trial, the rulings of the committee, the exceptions to the rulings and decisions thereon in writing, all of which shall be filed with the Recording Secretary of the Council within ten days after conclusion of evidence.

Rule 18.—Should there be a minority report, it must also be filed with the points of difference clearly stated in writing.

Rule 19.—Reports shall be prepared in accordance with the following form:

.....190..

To.....Council, No....., R. T. or T.

The undersigned, a majority (or minority) of the committee appointed to investigate into the charges preferred by.....against.....would most respectfully report that they find the charges (or certain allegations contained therein) sustained (or not sustained), (specify allegations sustained and not sustained) and recommend that the said Brother.....be expelled (suspended or fined) or be forgiven, (as may

## Code of Procedure

ing expressed a desire to be forgiven). We herewith submit for your consideration all evidence taken during trial.

(Signed).....

**Rule 20.**—The majority report must be signed by not less than a majority of the committee.

**Rule 21.**—The report must be read by the Recording Secretary of the Council, and must lie over until the next meeting before final action is taken. The report of the committee and accompanying documents, when once filed with the Recording Secretary of the Council, become the property of the Council, and neither party shall have the right to remove them from the custody of the Recording Secretary, or to take copies of the same without the consent of the Council. Provided, however, that immediately after the report has been presented to the Council, and before final action is taken, a copy of the finding shall be furnished by the Recording Secretary to both the accuser and the accused; and in case of appeal after final action is taken, a copy of the evidence, decision, etc., shall be furnished to either upon application.

**Rule 22.**—The report of the Committee shall be received and entered in the minutes without discussion, and the Recording Secretary shall notify the accuser and the accused, or their counsel, of the reception of such report, and when the same will come up for final action.

## ACTION OF COUNCIL

**Rule 23.**—At the first regular meeting after its presentation to the Council, the report shall be again read under the order of "unfinished business," and forthwith disposed of.

**Rule 24.**—The accuser or accused, or their counsel, shall each have a right to address the Council once, but must confine themselves to the question of facts as shown by the evidence, at the conclusion of which, the accused shall retire while a vote is taken.

**Rule 25.**—The report may be adopted, rejected or amended, by vote of the Council.

Rule 26.—If the accused is found guilty and a specific penalty is provided by the constitution or by-laws, the Select Councilor shall enforce it.

Rule 27.—If the offence is one for which no specific penalty is provided by the constitution, then each member shall write on a ballot "Admonish," "Fine," "Suspend" or "Expel." If two-thirds of the ballots cast are for expulsion, that shall be the penalty; if the ballots cast for expulsion and suspension make two-thirds, suspension shall be the penalty; and the Council shall proceed to fix the duration of the suspension; if the ballots cast for suspension and expulsion do not make up two-thirds of the ballots cast, a fine shall be imposed, and the Council shall proceed to fix the amount.

### APPEALS.

Rule 28.—Notice to the Select Council.

Dated.....190..

To the.....Secretary of.....Council, No....  
Royal Templars of Temperance.

Sir: I hereby give notice that I shall appeal to the.....Council against the decision given by your Council on the.....day of.....relative to the (charges or complaint) brought before the Council (against me or by me). My grounds of appeal are (state grounds).

Yours in H., L. and T.....Appellant.

Rule 29.—Notice to Grand or Dominion Council.

Dated at.....on the.....190..

To the.....Secretary of.....Council of.....

Sir: According to the notice which I have given, I now appeal to the.....Council against the decision given by.....Council, No.....on the....day of.... regarding the (charges or complaint, against me or by me). A copy of the charge and of the decision I appeal against, and a statement of the grounds of appeal are hereunto annexed, and I respectfully petition your Council to deal with the matter as to it will appear just.

Yours in H., L. and T.,.....Appellant.

Rule 30.—Upon the reception of an appeal in regular form by a Council, it shall direct answer to be made, which, with a copy of the minutes of the Council relating to the case, and the original evidence, rulings and the report of the committee of trial, shall be forwarded within fifteen days to the person or body to whom the appeal is made.



Adopted March 17, 1904.

JAMES HALES,  
Grand Councillor

C. V. EMORY, M.D.,  
Dominion Secretary,



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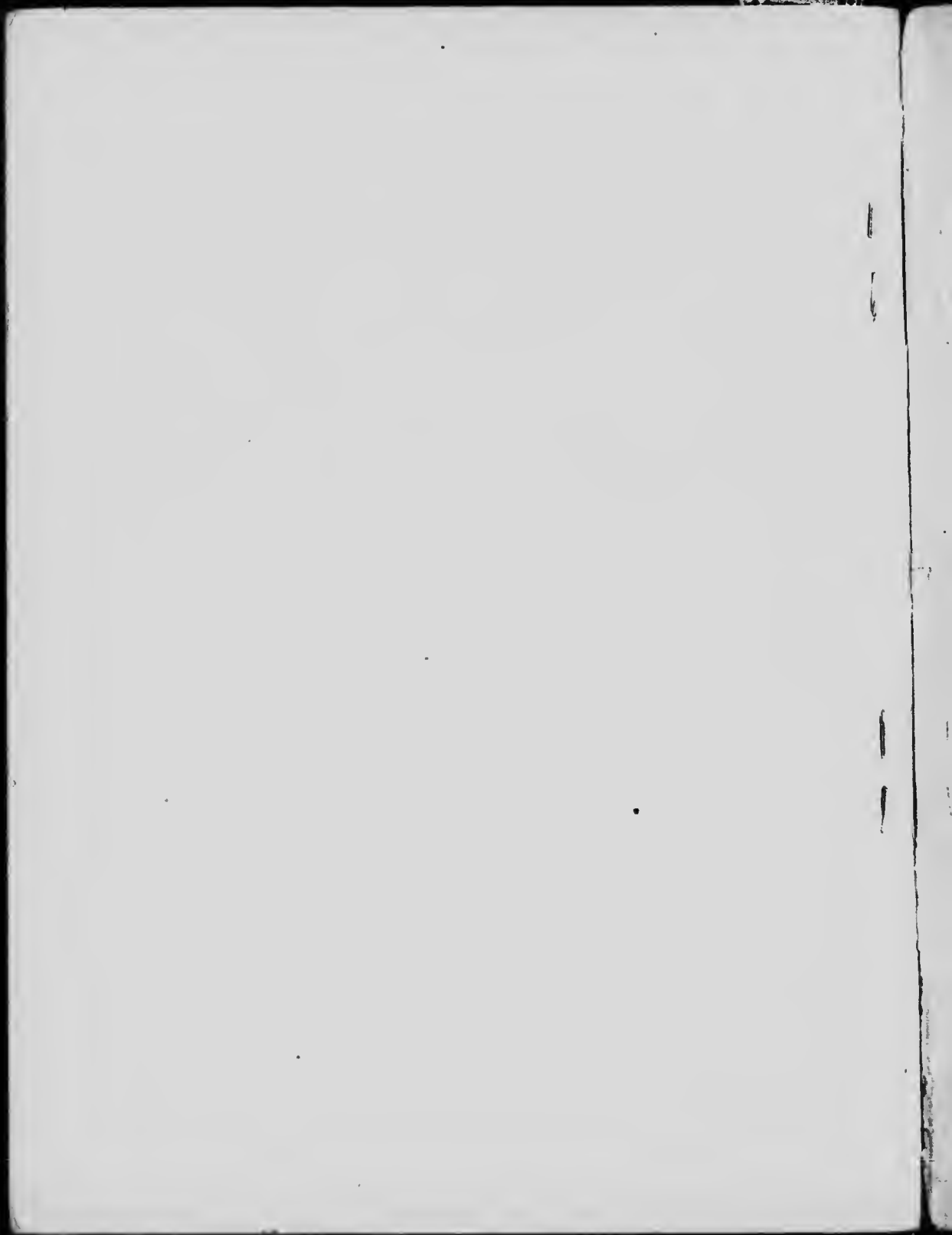
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**Members of Dominion Council—1094='5.**

Austin, J. A., 1482 Queen St. W., Toronto, Ont.  
Armstrong, W. J., Milton, Ont.  
Buchanan, Frank, Wingham, Ont.  
Buchanan, W. W., Winnipeg, Man.  
Baird, Geo. M., Blenheim, Ont.  
Calvert, R. H., St. Thomas, Ont.  
Crawford, Dr. Wm., Hamilton, Ont.  
Estabrook, W. C., Glenwood Station, Ont.  
Emory, Dr. C. V., Hamilton, Ont.  
Edwards, W. A., Hamilton, Ont.  
Featherston, A. M., Toronto, Ont.  
Gallagher, Z., Land Security Chambers, Toronto, Ont.  
Graham, S. H., Oshawa, Ont.  
Hughes, James, 43 Beverley St., Toronto, Ont.  
Hales, James, 4 St. James Ave., Toronto, Ont.  
Johnston, J. A., New Westminster, B.C.  
Kettlewell, Rev. Wm., St. Thomas, Ont.  
Kenning, W. J., Guelph, Ont.  
Lees, Geo. H., Hamilton, Ont.  
Matthews, Rev. H. S., Toronto, Ont.  
Matthews, H. L., Toronto, Ont.  
Mason, J. J., Bowmanville, Ont.  
McKenzie, Dr. B. E., 12 Bloor St. E., Toronto, Ont.  
McKillican, W. E. Vankleek Hill, Ont.  
McMillan, W. M., Hamilton, Ont.  
McKenzie, Kenneth, Picton, Ont.  
McBride, Wm., Alliston, Ont.  
Neff, A. C., Home Life Building, Toronto, Ont.  
Noble, Rev. J. J., Lewisville, Ont.  
Pady, Rev. W. J., Arnprior, Ont.  
Peacock, J. H., Milton, Ont.  
Peake, Lewis C., 244 Avenue Rd., Toronto, Ont.  
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# ROYAL TEMPLARS OF TEMPERANCE Insurance Department

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**FRATERNITY,  
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RATES EQUITABLE AND  
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