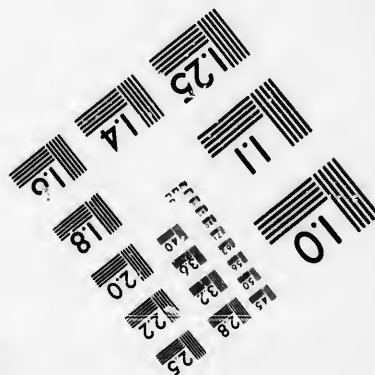
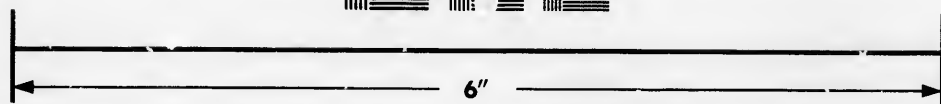
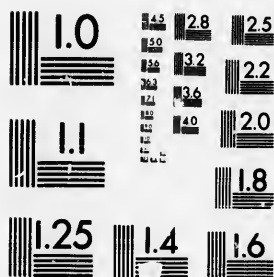


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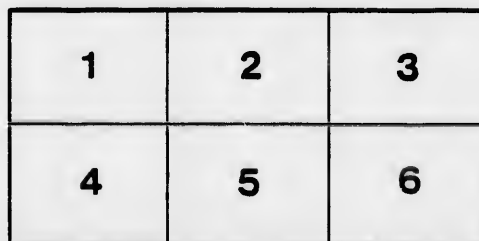
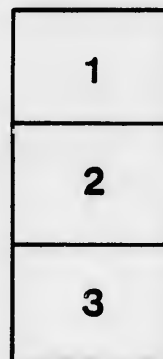
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ASSESSMENT SYSTEM,

CONSTITUTION

General Laws and Rules of Order

OF THE

GRAND LODGE

OF THE

Ancient Order <sup>OF</sup> United Workmen

OF THE

PROVINCE OF ONTARIO.

AMENDED 1892.

Incorporated August 11th, 1879

Under the provisions of Chapter 167 of the Revised Statutes of Ontario, being an "Act respecting Benevolent, Provident and other Societies." Copy of Declaration, together with a copy of Constitution and By-Laws, filed in the office of Provincial Registrar, August 14th, A. D. 1879.

ST. THOMAS :

THE JOURNAL, TALBOT STREET.

1892.



CONSTITUTION  
AND  
STANDING REGULATIONS  
OF THE  
GRAND LODGE  
Ancient Order United Workmen  
OF ONTARIO.

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## INTRODUCTION.

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The Ancient Order of United Workmen is a fraternal, charitable, beneficial and benevolent Society or Order, organized for the promotion of the welfare, social and fraternal, of its members, and the protection of those dependent upon them.

The following are declared to be the objects of said Society, and the Constitution and General Laws adopted for the transaction of its business, and for the government of its members in their relation to each other as such and to said Society. These Constitutions and General Laws, together with the General Laws of the Supreme Lodge for the government of Grand Lodges having separate Beneficiary Jurisdictions, constitute the "Laws of the Order" in this Jurisdiction.

## OBJECTS.

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1. To unite white male persons over twenty-one and under fifty years of age, regardless of nationality, political preferences or denominational distinctions, into a Fraternal Brotherhood, the members of which recognize and believe in the existence of a Supreme Being, the Creator and Preserver of the Universe.

2. The adoption of such secret work and means of recognition as will enable the members to make themselves known to each other wherever the Order may exist.

3. To embrace and give equal consideration to all classes and kinds of labor, mental and physical; to endeavor to improve the moral, intellectual and social condition of the members, and by wholesome precepts and fraternal admonitions to inspire a due appreciation of the realities and responsibilities of life.

4. To deliver lectures, read essays, discuss new inventions and improvements, encourage research in art, science and literature, and, when practicable, to establish and maintain libraries for the improvement of the members.

5. To create funds in aid of the members during sickness or other disability, and generally to care for the living and bury the dead.

6. To pledge the members to the payment of a stipulated sum to such beneficiary as a deceased member may have designated while living, under such restrictions and upon such conditions as the Laws of the Order may prescribe.

# CONSTITUTION

FOR THE GOVERNMENT OF THE

## GRAND LODGE

—OF THE—

### Ancient Order United Workmen OF ONTARIO.

1. This Grand Lodge shall be known under the name, Title style and title of The Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario, and shall have jurisdiction over all Lodges and members of the A. O. U. W. in the Dominion of Canada.
2. The Grand Lodge shall consist of its Grand Officers, Executive Committee, District Deputy Grand Masters, Grand Medical Examiner, Grand Solicitor, and the Representatives of the Subordinate Lodges within the jurisdiction who have received the Grand Lodge Degree. Composition of Grand Lodge
3. Grand Lodge shall have an official seal with an appropriate device thereon. Seal
4. All Past Master Workmen in good standing in their respective Subordinate Lodges, within the bounds of Grand Lodge, shall be entitled to a seat, but without voice or vote, and all Past Master Workmen in good standing in other Grand Lodge Jurisdictions, who have received the Grand Lodge Degree, may be admitted as visitors. Rights of P. M. W. as visitors
5. Each Subordinate Lodge in Ontario shall be entitled to one representative, and one alternate who shall perform the duties of representative in the case of the death, resignation or inability to serve of the representative, or of his inability to attend the Grand Lodge, who shall be elected Representation to Grand Lodge

at the last stated meeting in December, to serve for the term of one year following such election. In the Provinces and Territories, other than Ontario, any two or more Subordinate Lodges may unite in the selection of one representative and one alternate to Grand Lodge, who shall be elected at the last meeting of such Subordinate Lodges in the month of December in each year, in such manner as may be mutually agreed upon, to represent, for the term of one year following such election, the actual number of members of such Subordinate Lodges collectively on the voters' list of such Subordinate Lodges as submitted by the Grand Recorder at each annual session of Grand Lodge. In case of a vacancy in the office of representative, when a single Lodge sends its own representative, the same may be filled by an election at any stated or special meeting thereafter, of which proper notice shall be given. In case of a vacancy in the office of representative, chosen by two or more Subordinate Lodges within the Provinces or Territories, other than Ontario, the alternate shall represent the Lodges. The certificate of such representatives shall set forth the fact and cause of such vacancy. Subordinate Lodges instituted after the time of the annual election, and sending their own representatives to Grand Lodge, shall be represented therein by the P. M. W. installed at the institution of such Lodge. Subordinate Lodges instituted within any of the Provinces and Territories, other than Ontario, after the time of the annual election, shall be at liberty to select any P. M. W. installed at the institution of such Lodge or Lodges as a representative of any two or more Lodges, within either of the said Provinces or Territories, other than Ontario, to Grand Lodge. In case of a contested election or a protest to the admission of a representative, the Committee on Laws shall, without delay, examine the papers, evidence and contestants and report the facts to Grand Lodge.

Qualification  
of Representatives

6. Every representative to Grand Lodge must be a P. M. W. in good standing, or must have filled the office of Recorder, Financier or Receiver of his Subordinate Lodge for a period of three consecutive years, or was elected to fill a vacancy in office, and must present to Grand Lodge credentials properly signed and attested, with the seal of the Subordinate Lodge attached, certifying that he is duly qualified and has been elected a representative from such Lodge, and in case of two or more Lodges within either



Provinces or Territories other than Ontario uniting to send a representative, each of such representatives must present to Grand Lodge credentials, properly signed by the M. W. and Recorder of the respective Lodges, and attested, with the seals respectively of the said respective Subordinate Lodges attached, certifying that he is duly qualified, and has been elected a representative from such two or more Lodges. A duplicate copy of each representative's certificate must accompany the annual report of each Subordinate Lodge to the Grand Recorder.

7. The Grand Lodge must confer Grand Lodge Degree <sup>Grand Lodge Degree</sup> without pecuniary consideration, upon a brother in good standing who has legally performed the duties of M. W. for one term, or the remainder of a term, in a Subordinate Lodge, and upon a brother in good standing who has been elected P. M. W. at the institution of a new Lodge, or, in case of his death, resignation or removal from office, upon his successor, who shall have served the remainder of the term, and upon Recorders, Receivers and Financiers of Subordinate Lodges who have served as such for three consecutive years, when their respective Lodges, by resolution, so request, provided that in either case the degree shall not be conferred unless he shall have served at a majority of the meetings of the term, or remainder of the term, for which he has been elected.

8. Each representative shall be entitled to but one vote, <sup>Voting</sup> but when the yeas and nays are called for by any ten representatives, and at all elections for Grand Lodge Officers, Executive Committee, Trustees and Representatives to the Supreme Lodge, each representative shall be entitled to as many votes as there were members of the Lodge represented by him at the date of the last annual report made by said Lodge or Lodges to Grand Lodge; and the representative of any Lodge or Lodges instituted after the date of the annual election of Subordinate Lodge Officers shall be entitled to as many votes as there were charter members of the Lodge or Lodges represented by him.

9. The Grand Master Workman shall be entitled to vote whenever upon any question there shall be a tie.

10. The stated meetings of Grand Lodge shall be held <sup>Stated meetings of Grand Lodge</sup> on the third Wednesday in February in each and every year

at such place in this jurisdiction as may be determined at the preceding stated meeting. Should unavoidable circumstances arise, which in the opinion of the Grand Master Workman, Grand Foreman and Grand Overseer would render a change in the place of meeting necessary, the Grand Master Workman may change the place of meeting, giving due notice of same to the members.

Special meetings

11. Special meetings may be called by the Grand Master Workman whenever he may deem it necessary, and it shall be his duty to call special meetings when requested in writing by twenty-five (25) representatives, not more than two of whom shall be from the same county. At such special meetings only such business shall be transacted as is included in the notice calling the same. All special meetings shall be called by giving notice to each member of Grand Lodge and to each Subordinate Lodge at least twenty (20) days before the time for such meeting.

Quorum

12. No business shall be transacted by Grand Lodge at stated or special meetings, except the admission of members and adjourning from time to time, unless there be present a representative from each of at least twenty-five Subordinate Lodges under its jurisdiction.

Powers of Grand Lodge adopt and amend Constitution

13. Grand Lodge shall enact for its government a Constitution and General Laws, Rules and Regulations, and also a Constitution for the government of Subordinate Lodges, and alter and amend the same, subject to the approval of Supreme Lodge or the Supreme Master Workman.

Establish Lodges

Establish Subordinate Lodges within its bounds, and grant charters for the same, which may be suspended or revoked for proper cause.

Reprove Lodges

Reprove and punish Subordinate Lodges for misconduct in such manner as may be provided.

Revenue

Provide for raising such revenue as may be necessary to defray expenses and to promote the welfare of the Order, and to prescribe penalties for the non-payment of the same.

Election of officers

Determine when and how the officers shall be selected, fix their term of office, prescribe their duties, and determine the number and character of the committees and prescribe their duties.

Determine the number of representatives, manner of selection and qualification, the number of votes to which members and representatives shall be entitled respectively, and the manner in which votes shall be cast. Representatives and qualifications

Hear and determine all matters of controversy brought before it by appeal or otherwise, subject to an appeal to Supreme Lodge. Determine appeals

Enforce upon its Subordinate Lodges a strict adherence to its forms, ceremonies, charges and regalia prescribed by Supreme Lodge. Enforce forms and ceremonies

Do all things which it shall deem right and proper for the promotion of the honor, welfare and perpetuity of the Order within its bounds. General powers

14. All Past Master Workmen in good standing within the bounds of Grand Lodge, who have received Grand Lodge Degree, are eligible to any office except those of Grand Master Workman, Grand Medical Examiner, Grand Solicitor and Representatives to Supreme Lodge. If after election any officer ceases to be in good standing, or shall become a resident without the bounds of Grand Lodge, his office shall thereby become vacant. No member can be elected to the office of Grand Master Workman unless he has served one term in some elective office in Grand Lodge. Eligibility to office

The Grand Medical Examiner must be a Past Master Workman and have the qualifications required by the Laws of the Order. Grand Medical Examiner

The Grand Solicitor must be a Past Master Workman and have the qualifications required by the Laws of the Order. Solicitor

Representatives to Supreme Lodge must be Past Grand Master Workmen in good standing, and shall be elected in compliance with the laws of Supreme Lodge, and as herein-after provided. Supreme Representatives

15 It shall be the duty of each Subordinate Lodge, immediately after the 31st day of December in each and every year, to forward to the Grand Recorder the credentials of the representatives to Grand Lodge, and the Grand Recorder shall forthwith report the same to the Executive Committee, who shall thereupon name a Committee on Credentials, and Duty of Subordinate Lodge to send credentials

advise the Grand Recorder thereof ; and it shall be the duty of the Grand Recorder forthwith to notify said Committee of their appointment, and the said Committee shall forthwith proceed to make their report thereon, so that same may be ready for presentation immediately upon the opening of Grand Lodge at its annual meeting in each and every year.

Vacancies  
how filled

16. In case of the death, resignation or inability of the Representative and alternate of a Subordinate Lodge to serve, the Lodge shall at its next regular meeting or special meeting called for the purpose, elect a Past Master Workman to fill the vacancy. If said vacancy shall occur during the meeting of Grand Lodge, the M. W. shall appoint a Past Master Workman to act as representative during the said meeting.

Elective  
officers

17. The Grand Lodge shall elect annually by ballot the Grand Master Workman, Grand Foreman, Grand Overseer, Grand Recorder, Grand Receiver, Grand Guide, Grand Inside Watchman, Grand Outside Watchman, a Grand Trustee, Grand Solicitor, Members of the Executive Committee, and three Representatives to the Supreme Lodge, on or before the second day of each regular session of Grand Lodge, and each officer shall retain the powers and perform the duties of office for one year, or until his successor has been legally elected and installed, except as hereinafter provided. The term of office of the Grand Trustee shall be three years. The retiring Grand Master Workman shall take the chair of the P. G. M. W., and shall perform such duties as the ritual and laws of the Order enjoin.

2. A majority of the votes cast shall be necessary to elect, but no vote shall be counted which may be given for anyone not in nomination, nor shall a blank be counted in the total number of votes cast. When only one nomination has been made for an office, the Grand Master Workman shall declare the nominee elected by acclamation.

Vacancies

18. Should a vacancy occur by death, resignation or otherwise, in any of the offices of Grand Lodge during the recess, the Grand Master Workman shall appoint a qualified member to fill such vacancy until the next stated meeting of Grand Lodge.

Installation  
of C. L.  
officers

19. The installation of officers shall take place not later than the third day of the stated meeting. Should any Grand Lodge officer elected, fail to be present for installation, after

having been duly notified the Grand Master Workman may declare the office vacant, and Grand Lodge shall proceed to nominate and elect to fill such vacancy.

20. The Grand Master Workman shall :—

Grand  
Master

1. Preside at all meetings of Grand Lodge.

2. Decide all questions of order without debate, subject to an appeal to Grand Lodge.

3. Call the Grand Foreman or a P.G.M.W. to the chair during the discussion of any question before Grand Lodge on which he may desire to speak.

4. Appoint Grand Lodge officers *pro tem*.

5. Appoint a Grand Medical Examiner and all Special Committees at each annual meeting unless otherwise ordered.

6. Employ such legal advice as may be necessary during his term, on the recommendation of the solicitor of Grand Lodge.

7. Appoint and remove at his pleasure Special Deputies, and direct them to perform such duties as he may require.

8. Hear and decide such questions of law as may be submitted to him by Subordinate Lodges, properly attested by the Recorder under the seal of the Lodge.

9. Pass upon the findings of the Committee on Appeals and Grievances during the recess of Grand Lodge, and his decisions shall be binding and in force until modified or reversed by Grand Lodge.

10. Sign all orders drawn on the Grand Receiver for such sums as may be voted by Grand Lodge or audited by the Committee on Audit and Finance, and such other papers as may require his signature.

11. Approve all contracts.

12. Have power by himself or deputy to examine all books, records and accounts of the Subordinate Lodges, and see that they are properly kept, and that the funds are cared for as required by the laws of the Order.

13. Enforce the constitutional enactments, rules and regulations of Grand Lodge, and see that they are duly and

promptly observed, and that the regalia, work and discipline of the order are uniform.

14. Have power to grant dispensations when he may deem it for the good of the Order.

a. To remove place of meeting of a Subordinate Lodge.

b. To approve circulars to be issued by members of Subordinate Lodges, for any proper purpose.

c. To hold public installations according to the ceremonies of the Order.

15. Suspend or revoke the charter of a Subordinate Lodge when it does not comply with his decision, or when in his judgment the laws or welfare of the Order require it, and renew the same upon the removal of the cause of suspension.

16. When satisfied that any Brother has been unjustly or illegally suspended, removed or excluded from any of his rights or privileges in the Order by a Lodge, he may order him to be immediately restored, and may suspend until the next meeting of Grand Lodge the Lodge which shall refuse to comply with such order.

17. Visit and preside at any Subordinate Lodge meeting, give such instructions and directions as the good of the Order may require, always adhering to the customs and usages of the Order.

18. Cause to be executed, and securely preserved, the official bonds of the officers of Grand Lodge.

19. Grant charters and institute new Lodges, exercise a general supervision over the Order in this jurisdiction, discharge executive powers of the Grand Lodge, and perform such other duties as may be required of him by this Constitution, enactments of Grand Lodge, and the general laws of the Order.

20. On the first day of the stated meeting of Grand Lodge present a printed report of his official actions.

G. Foreman

21. The Grand Foreman shall assist the Grand Master Workman, and in his absence preside over Grand Lodge, and in case of removal, death, resignation or inability of the Grand Master Workman, the duties of that office shall devolve on him for the time being, and at the expiration of

the term he shall receive all the honors of the office of Grand Master Workman.

22. The Grand Overseer shall render the Grand Master G. Overseer Workman such assistance as may be required by the laws, rules and regulations of the Order.

23. The Grand Recorder shall :—

G. Recorder

1. Keep correct minutes of the proceedings of each stated and special meeting of Grand Lodge and Executive Committee.

2. Have the same prepared and printed for distribution as the Grand Lodge may direct.

3. Retain, file and index all official correspondence.

4. Conduct the correspondence of Grand Lodge, and keep copies of all his official letters in index letter copy books.

5. Notify all Grand Lodge officers and each Subordinate Lodge of the meetings of Grand Lodge.

6. Prepare and publish a statement of the General and Beneficiary Fund each month, the correctness of which shall be attested by the Committee on Audit and Finance.

7. Prepare and have printed, on or before the first day of February of each year, a tabular statement, showing the condition of Grand Lodge and each Subordinate Lodge for the previous calendar year, and distribute them as provided for in the distribution of the Journal of Proceedings of Grand Lodge.

8. Have charge of the seal, and attest and affix the same to all official papers and documents.

9. Have charge of all books, papers and other properties of Grand Lodge pertaining to his office, carefully file and care for the same, and deliver them over to his successor when duly installed, or when required to do so by Grand Lodge, Grand Master Workman, or the Committee on Audit and Finance in the interval between the meetings of Grand Lodge.

10. Deliver his books and papers for the inspection of the Grand Master Workman, or Committee on Audit and Finance when requested by him or them.



11. Prepare and keep a record of all charters granted for the institution of Subordinate Lodges.

12. Make such calls upon the Beneficiary Fund in the treasuries of Subordinate Lodges as may be necessary to pay death benefits to the beneficiaries of deceased members whose deaths have been officially reported to him, and submit such calls to the Finance Committee for approval; specify the deaths upon which said calls are made, and notify each Subordinate Lodge through its Recorder, of all such calls and the time within which such calls are to be forwarded to him.

13. Keep a list of all Subordinate Lodges, with the number, name and location of each, and name and address of their Recorders, publishing the same in all monthly and Journal reports.

14. Keep a separate and alphabetical register of all rejected candidates, and of all members suspended and expelled from the Order and publish such information from the same as the Grand Master Workman may direct.

15. Keep a register of the names of all the P. M. W. and representatives entitled to seats in the Grand Lodge, by Lodges, which shall be submitted to and revised each year by the Committee on Credentials.

16. Keep a complete register of each member, the number, date of issue and other detailed information of each Beneficiary Certificate as will comply with all the laws of the Order, and enable him at any time to know the exact standing of each member in this jurisdiction.

17. Keep a record of all securities received by him from the Grand Trustees, and deposited with the Grand Receiver.

18. Prepare and forward to the Financier of each Subordinate Lodge in this Jurisdiction, on the first day of each month, one blank monthly report, containing the names of the members belonging to said Lodge, with such instructions as may be necessary to enable the said Financier to fill out said report as required by the laws of Grand Lodge.



19. Receive all moneys due Grand Lodge, and after crediting the same immediately deposit said moneys in a chartered bank selected by the Executive Committee, to the credit of Grand Lodge, taking a receipt therefor, which shall be forwarded to the Grand Receiver.
20. Draw and attest all orders on the Grand Receiver for such moneys as may be voted by Grand Lodge or audited by the Committee on Audit and Finance.
21. Prepare and forward to the Subordinate Lodges all printed forms authorized by Grand Lodge.
22. Notify the Grand Master Workman in writing on the 12th day of the month, of all Lodges that have failed to file their reports in his office for the month previous.
23. Promptly notify the Grand Medical Examiner of all changes made in Subordinate Lodge Medical Examiners.
24. Make a record of all rejected medical examinations, file the same in his office, and notify the Lodges in this jurisdiction monthly by printed circular of such rejections.
25. Furnish the Grand Medical Examiner with such statistical information as he may require, and permit him to have access to such reports of death, cancelled Beneficiary Certificates and applications for membership as he may require to examine.
26. Promptly distribute to the Subordinate Lodges all books, papers and documents sent to him for that purpose.
27. Promptly notify the Subordinate Lodges affected to complete defective Representative credentials, and give the returned perfected credentials to the Committee on Credentials on or before the opening of the meeting of Grand Lodge.
28. Promptly transmit the password, through the Recorder, to the M. W. of each Subordinate Lodge, on the receipt of the correct semi-annual report and per capita tax.
29. Perform such duties in reference to the Beneficiary and Relief Funds as are prescribed in General Law I., of the Grand Lodge, relating to the Beneficiary Fund, and General Law XI., of the Supreme Lodge relating to the Relief Fund.

30. Make reports to the Supreme Recorder at such times and in such manner as is required by the Constitution of Supreme Lodge.

31. Prepare annually a report of the general condition of the Order and of the funds of Grand Lodge and the accounts of the Subordinate Lodges, which shall be presented to Grand Lodge at its stated meeting, with such recommendations as he may deem necessary. Examine all applications for Beneficiary Certificates, and require proof as to date of birth of applicant when over forty-five years of age, such proof to be annexed to the application.

32. Before entering upon the discharge of the duties of his office, give a guarantee company's bond at the cost of Grand Lodge, for the faithful performance of his duties in such penal sum as the Committee on Audit and Finance may prescribe. He shall receive for his services such salary, payable monthly, as Grand Lodge may direct.

G. Receiver

24. The Grand Receiver shall :—

1. Pay all orders drawn upon him by the Grand Master Workman under the seal of Grand Lodge, and attested by the Grand Recorder.

2. Keep the accounts in a proper manner, showing the amounts and sources of receipts and the amounts and purposes of disbursements.

3. Keep a separate and distinct account of the Beneficiary, General and Relief Funds, and perform such duties as are prescribed in General Law I., of the Grand Lodge, relating to the Beneficiary Fund and General Law XI., of Supreme Lodge, relating to the Relief Fund.

4. Deliver his books and accounts to the Grand Master Workman or Committee on Audit and Finance whenever he or they may require them for examination

5. Furnish Grand Lodge at each stated meeting with a full statement of the transactions of his office.

6. At the expiration of his term of office deliver over all books, money and all other property of Grand Lodge pertaining to his office to his successor, when duly installed, or when required to do so by Grand Lodge or the Grand Master Workman in the interval between the meetings of Grand Lodge.

Master Workman in the interval between the meetings of Grand Lodge.

7. Before entering upon the discharge of the duties of his office he shall give a bond for the faithful performance of his duties in such penal sum as the Grand Master Workman may prescribe, to be approved as to form and sufficiency by the Grand Master Workman and Committee on Audit and Finance.

8. He shall receive for his services such sum of money as Grand Lodge may direct.

25. The Grand Guide shall assist in preserving order, Grand Guide examine and introduce representatives and new members, and perform such other duties as may be required of him by the Grand Master Workman.

26. The Grand Watchmen shall perform such duties Grand pertaining to their offices as are enjoined by the work of the Watchmen Order or as may be required of them by the Grand Master Workman.

27. The Grand Trustees shall perform such duties as Grand may be directed by Grand Lodge. Trustees

28. The Representatives to Supreme Lodge shall attend Representatives the meetings of Supreme Lodge, and therein faithfully re- to Supreme present the views, interests and instructions of Grand Lodge, Lodge and work for the furtherance of the objects of the Order in general. At the stated meetings of Grand Lodge they shall present a printed report, giving their acts and doings, the transactions of Supreme Lodge, and their opinion of their effect upon this jurisdiction, the well-being of the Order in general and such recommendations as they may deem necessary and appropriate.

29.—1. The Grand Medical Examiner shall be a Grand Medical legally qualified and competent practising physician in this Examiner jurisdiction in regular practice for five years preceding his appointment, and a graduate of some reputable school of medicine, and not the Medical Examiner of a Subordinate Lodge during his term of office.

2. He shall have referred to him by Recorders of Subordinate Lodges all medical examinations, and endorse thereon his approval or disapproval. In case of approval he shall

return the examinations to the Lodge. In case of rejection he shall forward them weekly to the Grand Recorder.

3. Keep a record of all Subordinate Lodge Medical Examiners and note all changes made therein.

4. Keep a register of all medical examinations passed upon.

5. Promptly notify the Grand Master Workman of any incompetency or dereliction of duty on the part of any Subordinate Lodge Medical Examiner, with his recommendations thereon.

6. At the close of each calendar year he shall present a printed report of all his actions, with such classified statistical information as he may deem of importance, and his commendation thereon ; for this purpose he shall have access to all the records of the Grand Recorder's office. He shall also make such reports to the Grand Master Workman or Supreme Medical Examiner as may be requested of him, or that are required by the general laws of the Order.

7. He shall deliver all books, papers, etc., pertaining to his office, to his successor, when requested so to do by the Grand Master Workman.

8. He shall receive such compensation for his services as may be prescribed by Grand Lodge.

Solicitor

30. The Grand Solicitor shall be a practising barrister and solicitor in this jurisdiction and in regular practice for five years preceding his appointment.

D.D.G.M.W.

31.—1. The D. D. G. M. W. for each district shall be a member of Grand Lodge, and shall be nominated by a majority of the representatives of the Lodges of such district at the close of the first day of the annual meeting of Grand Lodge, and when confirmed by the Grand Master Workman, if present, he shall be regularly installed; if not present, he shall be installed before assuming the duties of his office in the Lodge of which he is a member. He must be a resident of the district of which he is appointed, and on discharging his duties shall receive from the funds of Grand Lodge his actual expenses, i. e., railway fare and hotel expenses for one visit during the year to each Lodge in his district, making such visits where possible in one consecutive journey,

and his account for the same shall be submitted to the Committee on Audit and Finance to be audited before payment is made.

2. He may preside in every Lodge he visits in his district (except when the Grand Master Workman is present.)

3. It shall be the duty of the D. D. G. M. W. to visit any Lodge in his district when required to do so by the Grand Master Workman, and to see that all Lodges therein are working in accordance with the ritual adopted by Supreme Lodge, and that returns are regularly made and forwarded, with all fees and dues that may have accrued from time to time, and on refusal or neglect of a Lodge to make such returns and payments he shall report the same forthwith to the Grand Master Workman.

4. He may hear any subject of complaint or irregularity respecting Lodges or individual members of the Order within his district, and may proceed to advise or admonish if necessary, and immediately report such case to the Grand Master Workman, but has no power to suspend a Lodge or expel a member.

5. If the D. D. G. M. W. shall neglect to proceed in any case or business which may be sent for his decision within a reasonable time, the application or complaint may be transmitted to the Grand Recorder and laid before the Grand Master Workman or Executive Committee. An appeal in all cases lies from the D. D. G. M. W. to the Grand Master Workman or Executive Committee, or Grand Lodge, and notice of the intended appeal must be sent in writing to the D. D. G. M. W. appealed from, and to the Grand Recorder, within fourteen days from the time the decision is made.

6. The D. D. G. M. W. may summon any Lodge or brother within his district to attend him and to produce the warrant, books, papers and accounts of such Lodge, or Beneficiary Certificate of such brother. If the summons is not complied with or a sufficient reason given for the non-compliance, a peremptory summons shall be issued, and in case of contumacy he shall report the Lodge or brother as before provided.

7. He shall, when present, install the officers of all Lodges in his district, and, except when done in person by the Grand Master Workman or his special deputy, organize

all new Lodges therein, and no person, except the Grand Master Workman, shall interfere with the working of the Order in his district.

8. He is required to transmit to the Grand Recorder, at least twenty days before the annual meeting of Grand Lodge, a circumstantial account in writing of his proceedings and of the state of the Order within his district, together with a list of such Lodges as may have been instituted since his last report, and state any matter in his opinion necessary to be brought before the notice of Grand Lodge.

Executive  
Committee

32.—1. The Executive Committee shall consist of the Grand Master Workman, Past Grand Master Workmen, the D. D. G. M. W. of the current year, the Grand Foreman, who shall *ex-officio* be President of the Committee, the Grand Overseer, the Grand Trustees, Grand Solicitor, the Grand Medical Examiner, and eight other members of Grand Lodge, four of whom shall be appointed by the Grand Master Workman and four elected by ballot by Grand Lodge. The names of the brethren intended to be put in nomination as members of the Committee (two of whom are to be elected at each annual meeting of Grand Lodge) are to be delivered in writing to the Grand Recorder on the first day of the annual meeting, in order that all names so proposed may be printed in a list, a copy of which shall be delivered to each member of Grand Lodge previous to the election. The eight thus appointed and elected shall hold office for two years, and shall during office be members of Grand Lodge; one-half of said appointed and elected members, who have served for two years as hereinbefore provided, shall go out of office at each annual meeting of Grand Lodge. Retiring members are eligible for re-appointment or re election. Eight members shall constitute a quorum. All questions shall be decided by a majority vote, the presiding officer in case of a tie to have a second or casting vote. The Committee shall annually elect one of their number Vice-President, and in the absence of the President and Vice-President, the Committee shall elect a Chairman *pro tem*. The Committee shall generally act as the Executive of Grand Lodge, and shall appoint sub-committees on Credentials, Audit and Finance, Laws, Appeals and Grievances, and such others as to them may seem necessary, from amongst their members, who shall report to the Executive Committee, and shall ex-

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amine and report generally on all matters referred to them by the Grand Master Workman or Grand Lodge, and shall have the right of summoning any Lodge or member to attend and produce all books, papers and accounts connected with or relating to Grand or Subordinate Lodges, under penalty for neglect or refusal of being reported to the Grand Master Workman, the Executive Committee, or Grand Lodge. The Executive Committee has power to hear and determine all subjects of complaint or irregularity that may come before it respecting Lodges or individual members, and may proceed to admonish, fine or suspend, according to the laws, and such decision shall be final, unless appealed from to Grand Lodge. Notice of such intended appeal shall be given in writing to Grand Recorder, stating the grounds for the same, within fourteen days of the receipt by the Lodge or members of the decision of the Executive Committee in the case. But should any case be of so flagrant a nature as to require the withdrawal of the charter of a Lodge, or the expulsion of a member, the Committee shall make a special report thereon to the Grand Lodge. In case of any charge or complaint affecting a member of the Committee, or the Lodge to which he belongs, such member shall withdraw whilst the Committee considers its decision. The Committee shall have charge of the finances of Grand Lodge, examine all demands upon it, and when found correct shall order the same to be discharged, and shall select the bank in which the account of the Grand Lodge shall be kept, and shall have full power to inspect all books and papers relating to the accounts of Grand Lodge, and give orders for any alteration that may be considered desirable. The Committee may summon any officer or brother having possession of any books, papers, documents or accounts belonging to Grand Lodge to attend, and the Committee may give such direction as may be deemed necessary regarding them. The books of Grand Lodge shall be closed on the 31st day of December in each year, and at the first meeting of the Committee thereafter the accounts and balance sheet, a statement of the funds on hand, and of all property belonging to Grand Lodge, shall be presented and audited, after which they shall be printed and transmitted to each Lodge.

2. The Committee shall cause the necessary preparations to be made for the meeting of Grand Lodge and give

orders for the usual and ordinary articles which may be required for Grand Lodge ; but no extraordinary expense of any kind shall be incurred without the previous sanction of Grand Lodge.

3. The Committee has likewise the care and regulation of all the concerns of Grand Lodge, and may recommend for its adoption whatever may be deemed necessary or advantageous to the welfare and good government of the Order, and originate plans for the better regulations of Grand Lodge and the arrangement of its general transactions.

4. No recommendation, petition or resolution of any kind shall be received by the Committee unless it is in writing and signed by the person or persons presenting it.

5. All communications from the Committee to the Grand Master Workman, the Grand Lodge Committees, or any Subordinate Lodge or member, shall be made in writing.

6. The Committee shall proceed to the consideration of any special matter which may be referred to it by the Grand Master Workman or Grand Lodge in preference to other business.

7. All transactions and resolutions of the Committee shall be entered in a minute book by the Grand Recorder, whose duty it shall be to attend all its meetings.

8. The annual meeting of the Committee shall be held on the Monday before the meeting of Grand Lodge, at the place appointed for such meeting, and may also be convened at other times by direction of the Grand Master Workman or President.

9. The members of the Executive Committee attending meetings of same shall be allowed per diem and expenses, same as if attending Grand Lodge.

10. If the President, Vice-President, or any other member of the Committee die or be removed, the vacancy shall be filled as follows : If appointed by the Grand Master Workman, then his successor shall be appointed by the Grand Master Workman ; but if elected by Grand Lodge, then by ballot of the Executive Committee at the next meeting.



33. The Committee on Audit and Finance shall by direction of the Executive Committee :

Sub-Committee  
Audit and  
Finance

1. Examine all bills and claims, beneficiary or otherwise, presented to Grand Lodge, and approve and report to the Grand Master Workman before orders are drawn by him for payment.

2. Examine the accounts of the Grand Recorder monthly, attest the correctness of the same, and make a report of their condition to the Grand Master Workman.

3. Audit annually the books and accounts of the Grand Recorder and Grand Receiver, and report the same to the Executive Committee at its annual meeting for presentation to Grand Lodge.

4. Present in their annual report an estimate of receipts and expenditure for the ensuing year.

5. Make such recommendations regarding per capita tax and other matters relating to the finances and business of Grand Lodge as they may deem best for the interest of the Order.

6. Compute the mileage of the Officers, Representatives and Committees, and report to Grand Lodge the amount to which each is entitled.

7. In connection with the Grand Recorder, have general supervisory charge of all the printing, binding and supplies which may be ordered by Grand Lodge, and the purchasing of all books, stationery and other supplies required by its officers.

8. In connection with the Grand Recorder, receive proposals for and make all contracts, subject to the approval of the Grand Master Workman, and see that they are complied with.

9. Regulate the price at which all supplies shall be furnished to Subordinate Lodges, and perform such other duties as may be required by Grand Lodge, the Grand Master Workman, the Executive Committee, or the laws of the Order.

34. The Committee on Laws by direction of the Executive Committee shall :

Committee  
on Laws

1. Examine the By-Laws of Subordinate Lodges and amendments thereto, and recommend the same for the approval or disapproval of the Grand Master Workman.

2. Have referred to them in writing all questions and resolutions arising in Grand Lodge touching the constitution and laws, and report thereon at the same meeting.

3. Make a report annually to the Executive Committee for presentation to Grand Lodge, and perform such other duties as may be required of it.;

Committee on  
Appeals and  
Grievances

35. The Committee on Appeals and Grievances by direction of the Executive Committee shall :

1. Have referred to it by the Grand Master Workman the records of all trials in Lodges wherein the sentence shall be suspension or expulsion, and promptly report thereon to the Grand Master Workman.

2. Hear and determine all appeals and grievances from Subordinate Lodges or members thereof, and make a report as soon as possible to the Grand Master Workman for his decision, which shall be conclusive unless reversed at the next stated meeting of Grand Lodge.

Credentials

36. The Committee on Credentials by direction of the Executive Committee shall :

1. Make a list of persons entitled to receive the Grand Lodge Degree.

2. Attend promptly at the stated and special meetings of Grand Lodge, and perfect its roll.

3. Perform such other duties as may be required by the Constitution and General Laws of the Order or by the Grand Master Workman.

Advisory Board

37. To provide for cases of emergency in which the Grand Master Workman shall require to be advised on matters of importance, and for the promotion of the increase of the Order, there shall be established a Special Committee to be known and styled The Advisory Board, and composed of the Grand Master Workman, Grand Foreman, Grand Overseer, Grand Recorder, the Chairman of the Committees on Laws and Audit and Finance, and the Grand Solicitor, which Board shall meet at the call of the Grand Master Workman, and at such time and place as he shall appoint.

38. The revenue of Grand Lodge shall be derived from Revenue fees for charters, dispensations, sale of supplies to Subordinate Lodges, and the per capita tax from each Subordinate Lodge.

39. Applications for a charter to institute a new Lodge shall be accompanied with the medical examinations of the applicants, approved by the Grand Medical Examiner. All applications for membership must be approved by the Grand Master Workman and delivered to him, or such Deputy as he may designate. The fee for charter and supplies shall be collected by the instituting officer before the Lodge is instituted, and immediately remitted to the Grand Recorder, with his report and the applications for Beneficiary Certificates. The Grand Master Workman shall hear and promptly decide all protests against the institution of a new Lodge.

40. The charter of a Subordinate Lodge may be revoked and the Lodge dissolved by the Grand Master Workman whenever its membership is reduced to a less number than ten, or by Grand Master Workman or Grand Lodge, when after due trial, as hereinafter prescribed, it shall be convicted of having neglected or refused to conform to the Ritual of the Order as prescribed by Supreme Lodge, or for having neglected or refused to hold regular stated meetings as provided by law, unless prevented by unavoidable circumstances.

41. Any Subordinate Lodge charged with being guilty of neglecting or refusing to make such returns, remittances or reports to Grand Lodge as are prescribed by the laws of this jurisdiction; or refusing to conform to the Constitution, General Laws or Standing Regulations of Grand Lodge, or of the Supreme Lodge governing Grand Lodges having separate Beneficiary Jurisdictions—shall be reported by the Grand Recorder to the Grand Master Workman, who shall immediately summon said Lodge, under the seal of Grand Lodge, addressed to the M. W. thereof by registered letter or service by deputy, with a copy of the charges, directing him to see that the offences therein charged shall be corrected and the Lodge purged thereof within ten days or have its charter suspended. Should said Lodge neglect or refuse to obey said summons within the time specified, or show to the Grand Master Workman good and sufficient cause for its

Application for charter

Delinquent lodges

Offences of subordinate lodges

Penalty for neglecting or refusing to obey summons

dereliction, he shall suspend its charter, which suspension shall continue until such summons shall be fully complied with, when he shall restore the same. At the next meeting of Grand Lodge the Grand Master Workman shall make a full report of the case, and Grand Lodge shall prescribe such penalty as it may deem adequate to the offence committed. The members of a lodge so suspended, in good standing at the date of its suspension, shall be entitled to the benefits of the Beneficiary Fund for a period of thirty days from and after the date its suspension is recorded, provided they shall comply with all the laws of the Order. During the suspension of a Subordinate Lodge it shall not be officially recognized except on business pertaining to its reinstatement. Whenever any Subordinate Lodge shall have its charter suspended it shall be the duty of the Grand Recorder to cause each member of the Lodge to be notified of the fact by registered letter mailed to his last known post office address.

Suspended charter to be delivered and Lodge defunct

42. When the charter of a Subordinate Lodge is suspended for failure to appear, or is revoked after trial, it is hereby declared the duty of its last M. W. and officers to deliver up its charter, Lodge books, odes, cards, and other Grand Lodge supplies, to the Grand Master Workman or his deputy, taking his receipt therefor, who shall immediately transmit the same to the Grand Recorder, and said Lodge shall afterwards be known as a "Defunct Lodge."

Funds and effects to be delivered to G.M.W.

43. In all cases where a Subordinate Lodge is suspended, dissolved, or its charter revoked for any cause whatever, it shall be the duty of the last M. W. and the officers to immediately deliver up to the Grand Master Workman or his deputy all funds and effects, except its library, furniture and the General Fund.

How charters may be restored

44. The Grand Lodge shall have power, on proper cause shown, to restore the charter of any Subordinate Lodge which has been suspended, dissolved or revoked, at any time within one year thereafter, provided that at least seven of the former members of the Lodge who are in good standing in the Order petition the Grand Master Workman for that purpose, and pay all expenses for supplies and such other expenses as may be incident thereto. All the books and effects received by Grand Lodge from said suspended or dissolved Lodge shall be returned to it upon its restoration.

Should a Lodge not be restored within one year, as provided in this section, its number becomes permanently vacant, and may be conferred upon another Lodge if the Grand Master Workman or Grand Lodge shall so order.

45. Any officer of Grand Lodge who shall wilfully embezzle or convert to his own use, or any other purpose than as prescribed by the Constitution, general laws and standing regulations, any money belonging to the beneficiary or other funds, shall have charges preferred against him, and be tried in accordance with Section 72, Subordinate Lodge Constitution. If found guilty he shall, in addition to any civil or criminal proceedings that may be instituted against him, be expelled from the Order and forever debarred from again becoming a member thereof. Conviction in all such cases shall effect expulsion.

Offences by officers and members, embezzlement of funds

46. Any officer or member of Grand Lodge who shall violate his obligations, the principles, laws, rules or customs of the Order, shall be answerable therefor, tried in the Lodge in which he is a member, and punished as hereinafter provided in the Subordinate Lodge Constitution.

Other offences

47. An appeal lies from the decision of the Grand Master Workman in all cases to Grand Lodge.

Appeals from G.M.W.

48. The Grand Master Workman shall transmit all appeals and papers connected therewith to the Committee on Appeals and Grievances, whose duty it shall be to carefully examine the papers and testimony submitted to them, and return the same to the Grand Master Workman, together with their decision and recommendations. If the Grand Master Workman shall approve of the decision of the Committee on Appeals, it shall be final and conclusive, unless an appeal be taken to Grand Lodge. He shall notify the Lodge from whence the appeal came of the decision of the Committee and his approval thereof. If not approved he shall submit the case, together with all the papers and documents pertaining thereto, to Grand Lodge at its next annual meeting. If then approved, it shall be final and conclusive, subject to the provisions of the constitution of Supreme Lodge relating to appeals. A copy of the decision shall be forwarded by the Grand Recorder to the Lodge from the action of which the appeal was taken. Such findings

To be transmitted by G.M.W.

and decisions must be complied with, and moneys required by them to be paid must be paid over at once in accordance with the terms thereof, except a brother or a Lodge, party or parties to the appeal, shall desire a further consideration of the matter by Grand Lodge, in which case notice thereof shall be sent to the Grand Master Workman giving reasons for such actions, and sending all moneys, if any, in the dispute to him to hold until the case is finally decided. In such cases the Grand Master Workman must lay the appeal and the documents connected therewith before Grand Lodge. In all cases involving the suspension or expulsion under the penal provisions of the law, the Grand Master Workman shall present the leading facts to Grand Lodge in his printed report.

From Grand  
Lodge to  
Supreme Lodge

49.—1. Any member of Grand Lodge, or any party to an appeal determined by Grand Lodge, may appeal to the Supreme Lodge from the decision of Grand Lodge in the following manner and under the following restrictions :

2. Notice in writing of such appeal must be given to Grand Lodge in session, or to the Grand Master Workman, within thirty days from the date of such decision ; and within sixty days from the date of such decision, unless good cause to the contrary be shown, not the result of any fault or negligence on the part of appellant, he must file with the Supreme Recorder a full transcript of all the records and proceedings had, accompanied by the transcript from the Subordinate Lodge, if any, pertaining to the matter from the decision in which the appeal is taken. This transcript must be prepared by the Grand Recorder, and for which the appellant must pay in advance if required, at the rate of ten cents per one hundred words contained therein. Should the decision of Grand Lodge be reversed, the cost of transcript shall be refunded by Grand Lodge.

## ORDER OF BUSINESS.

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50—1. The Grand Master Workman having taken his seat, at the sound of the gavel there shall be general silence. The members present who have not received Grand Lodge degree shall be requested to retire. The Grand Guide shall then prove every brother present and report to the Grand Master Workman, and if correct the Grand Lodge shall be opened in due form.

2. Report of Committee on Credentials.
3. Admission of Representatives and conferring Grand Lodge degree.
4. Calling roll of officers and reading the records.
5. Report of the Grand Master Workman.
6. Report of other Grand Lodge officers.
7. Report of the Executive Committee.
8. Report of Special Committees.
9. General business.
10. Election of officers.
11. Installation of officers.

The above order of business may at any time be suspended or changed by a two-third vote. At a special session the order of business shall be such as the Grand Master Workman shall direct.



RULES OF ORDER.

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51.—1. Each brother, while speaking, shall designate the officer or brother spoken of by his rank or title, according to his standing in the Order.

2. The Grand Master Workman shall pronounce the decision of Grand Lodge on all subjects; he may speak to points of order in preference to other brothers; decide questions of order without debate, subject to an appeal to Grand Lodge by any two brothers, on which appeal no other brother shall speak more than once.

3. No member or brother shall be permitted to vote or speak unless clothed in regalia according to his rank or station; *Provided*, Grand Lodge may dispense with this rule at pleasure.

4. No brother shall disturb or interrupt another while speaking, unless to call him to order; or pass between him and the Grand Master Workman.

5. Every brother, when he speaks or offers a motion, shall rise and respectfully address the Grand Master Workman. Brothers speaking shall confine themselves to the question under debate, avoid all personality and indecorous language, as well as any reflections upon Grand Lodge or its members.

6. If a brother, while speaking, be called to order by the Grand Master Workman, he shall cease speaking and take his seat until the question of order is determined, and permission given him to proceed.

7. Any member who voted with the majority can call for the reconsideration of a vote at the same meeting at which it was passed, and if sustained by a majority, the reconsideration shall be carried.

8. If two or more brothers rise to speak at the same time, the presiding officer shall decide which is entitled to the floor.



9. No brother shall speak more than once upon the same question until all the brothers wishing to speak have had an opportunity to do so.

10. No motion shall be subject to debate until it shall have been seconded and stated by the presiding officer. It shall be reduced to writing at the request of any member.

11. When a question is before Grand Lodge, no motion shall be in order except to adjourn, to lie on the table, to divide, to commit or amend, to postpone indefinitely, to postpone for a certain time—which motions shall severally have the precedence in the order herein arranged.

12. When a blank is to be filled the question shall first be taken on the highest sum or number, and the longest and latest time proposed.

13. Any brother may call for a division of the question where the sense will admit of it, but a motion to strike out or insert shall be indivisible, except at the option of the mover.

14. A motion to adjourn is always in order, after the regular business has been gone through, which motion shall be decided without debate. If decided in the affirmative, Grand Lodge shall be closed in due form. A motion to lie on the table shall be decided without debate.

15. When a question is postponed indefinitely, it shall not be taken up again during that meeting.

16. The rules may be suspended or amended at the pleasure of Grand Lodge, or by a majority vote, except as provided in Rule 14.

17. When not otherwise provided for, Robert's Rules of Order shall govern all parliamentary questions in Grand Lodge.

# General Laws of Supreme Lodge.

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The following are the General Laws of the Supreme Lodge directly governing Grand Lodges having separate Beneficiary Jurisdictions, and are in full force and effect in this jurisdiction :

## I.

### MONEYS—HOW DEPOSITED AND PAID OUT.

Moneys, how deposited and how paid out

1. All officers of any of the Governing Bodies of the Order who have the custody of moneys belonging to the Order shall deposit the same in their official capacity and pay it out in like manner.

2. No money shall be paid out of the General Fund of a Subordinate Lodge except upon orders properly drawn upon the Receiver.

## II.

### OFFICERS' BONDS.

Officers' bonds

1. The officers of Subordinate Lodges who are required to execute bonds shall present the same, properly approved, before being installed.

2. The following provision shall be incorporated in the bonds of the officers of all the Governing Bodies of the Order who are required to execute bonds :

"The Beneficiary and Relief Funds which may come into the hands of the said ————— (the principal) shall be preserved by him intact, and paid over by him as required by the Laws of the Order, and in no case shall any claim which he may have against the Order or any Lodge thereof besettled or pleaded as an offset against the collection of any of said funds from him, or his sureties on this bond, by suit thereon."

## III.

## SUNDAY MEETINGS PROHIBITED.

It shall be unlawful for any of the governing bodies of the Order to hold any meeting on Sunday for the purpose of organizing or transacting any of their ordinary business. Nor shall any Lodge, as such, hold any picnic or pleasure excursion on Sunday, or connect the name of the Order, or of a Lodge, by public advertisement, or otherwise, with any Sunday picnic or excursion.

## IV.

## OFFENCES.

1. Any officer or member of any Lodge of the Order who shall violate any of the principles, laws, rules or customs of the Order, shall be answerable therefor, and shall be tried and punished as the governing body having jurisdiction may determine.

2. Any officer or member of any Lodge of the Order who shall convert or appropriate to his own use, or to the use of any other person, contrary to the laws of the Order, any money belonging to the Beneficiary, Relief or General Funds thereof, shall be, in addition to any civil or criminal proceedings that may be instituted against him, expelled from the Order, and forever debarred from again becoming a member of the Order.

3. Jurisdiction to try offences, in all cases, is vested primarily in the Subordinate Lodge of which the offender is a member, and said Lodge may impose such penalty as it may deem appropriate, under such restrictions as may be prescribed by the Grand Lodge to which he belongs.

The Supreme Lodge and Grand Lodges respectively may try the offender, and exclude from membership therein any officer or member thereof who may be found guilty of any of the offences mentioned in paragraph one of this general law, and either of these bodies has original jurisdiction and may try the offender and impose the penalty of expulsion from the Order, as provided in paragraph two of this general law, upon any officer or member of these bodies respectively who may be found guilty of the offence described in said

paragraph, provided said offence shall be committed as to the General Fund of the body trying the offender, or as to the Beneficiary or Relief Funds over which it may have control.

4. Any member of the Order who shall use the emblems or insignia thereof, in any public manner in connection with any private business, shall be deemed guilty of an offence, and shall be tried and punished therefor as the governing body having jurisdiction may determine.

## V.

### OFFICIAL CIRCULARS.

Official  
circulars

All circulars emanating from a Subordinate Lodge or any member thereof, intended for general circulation among the members of the Order, shall first be referred to the Grand Master Workman before being put in circulation. If the Grand Master Workman shall disapprove, it shall not be lawful for the same to be promulgated, provided that no circular shall be promulgated in any other jurisdiction than the one in which it has been approved by the Grand Master Workman, unless the consent and approval of the Grand Master Workman of such other jurisdiction is first obtained.

## VI.

### RULES OF ORDER.

Rules of order

Roberts' Rules of Order shall govern the parliamentary practice of the Supreme Lodge and all Grand and Subordinate Lodges, when not otherwise determined.

## VII.

### GENERAL FUND.

General Fund

All the moneys paid into the treasuries of the different governing bodies of the Order, other than the Beneficiary Fund and the Relief Fund, shall constitute and be designated as the General Fund.

## VIII.

### BENEFICIARY FUND.

Beneficiary Fund

1. In order to provide for the payment of the sum of two thousand dollars to the beneficiaries of each Workman

Degree member of the Order in good standing upon the death of such member, a fund is established, to be known as the Beneficiary fund.

2. This fund is composed of the one dollar paid by each member as a part of the admission fee, and also of the proceeds of assessments made from time to time upon the members.

3. This fund shall remain in the treasuries of the Subordinate Lodges until it is needed to pay the beneficiaries of deceased members, when it shall be forwarded to the proper authority in the manner prescribed by the laws of the Order.

4. In the portion of this fund, namely, two thousand dollars, to which the beneficiaries of a deceased member are entitled, the members themselves have no individual property right, it does not constitute a part of their estates to be administered, nor have they any right in or control over the same except the power to designate the person or persons to whom, as beneficiaries, the same shall be paid at the death of the member. The beneficiaries thus designated have no vested right in said sum until the death of the member gives such right, and the designation may be changed by the member in the method prescribed by the laws of the Order at any time before his death.

Beneficiaires of members

## IX.

### BENEFICIARY JURISDICTION.

For the collection and disbursement of the Beneficiary Fund the following jurisdictions are established :

Beneficiary Jurisdiction

1. *The Supreme Lodge Beneficiary Jurisdiction*, which consists of the Subordinate Lodges and individual members of the Order not under the control of any Grand Lodge Separate Beneficiary Jurisdiction. This jurisdiction shall be governed by General Law XIV. as adopted and from time to time amended by Supreme Lodge.

2. *Grand Lodge Separate Beneficiary Jurisdictions*, which consist of the Grand Lodges respectively which have been or may be set apart by the Supreme Lodge as Separate Beneficiary Jurisdiction.

## X.

## GRAND LODGE SEPARATE BENEFICIARY JURISDICTION.

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

Grand Lodge  
Separate  
Beneficiary  
Jurisdiction

1. *Setting Apart.* The Supreme Lodge may at a stated meeting set apart any Grand Lodge as a Separate Beneficiary Jurisdiction, or authorize the Supreme Master Workman so to do, with power to collect and disburse within itself the Beneficiary Fund which may be from time to time realized from assessments upon the members belonging to the Subordinate Lodges under the jurisdiction of such Grand Lodge.

Relative  
Liability

2. *Relative Liability.* Grand Lodges so set apart shall be responsible to Supreme Lodge for all assessments made on deaths occurring on or before the date of separation, and all beneficiary claims arising in the jurisdiction of said Grand Lodge up to and including said date shall be paid by Supreme Lodge, and all arising after said date shall be paid by said Grand Lodge.

Said Grand Lodge shall not be entitled to any surplus which may remain in the Beneficiary Fund of Supreme Lodge after paying the beneficiary claims arising prior to the date of separation.

Powers

3. *Powers.* The Grand Lodges which have been set apart as Separate Beneficiary Jurisdictions have the power to assess collect, manage and disburse the Beneficiary Fund realized from assessments made upon the members belonging to Subordinate Lodges under the jurisdiction of said Grand Lodges respectively, and they are responsible for the claims of the beneficiaries of such members, and also as provided by General Law XI.

In the exercise of these powers said Grand Lodges shall be governed by and in all respects shall comply with the provisions of the Constitution and General Laws of the Order as the same existed at the time of separation and as the same may be altered or amended from time to time by Supreme Lodge.

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Provided, however, the provisions of General Law XIV., prescribing rules for the government of Supreme Lodge Beneficiary Jurisdiction, shall not apply to Grand Lodge Separate Beneficiary Jurisdictions which may adopt laws for their own government upon this subject, but these laws shall not deviate from the following principles, which are hereby declared to be fundamental:

1. The extent to which the beneficiaries of each and every member shall be entitled to participate in the Beneficiary Fund, upon the death of the member, shall in every case be two thousand dollars.

2. All assessments for the Beneficiary Fund made upon the members shall in each and every case be one dollar, and shall be dated on the first day of the month.

3. The Beneficiary Fund shall in all cases be kept separate and distinct from all other funds, and shall be used for the payment of beneficiary claims only.

4. The Beneficiary Certificates issued to members shall be the same in general form and substance as that prescribed for Supreme Lodge Beneficiary Jurisdiction.

5. No person shall be allowed the rights of membership, as to the Beneficiary Fund or otherwise, who has not received in due form the degrees as prescribed by Supreme Lodge in the ritual of the Order.

6. No applicant for membership shall receive the degrees of the Order without complying with the following conditions: (1) The passing of a medical examination in the prescribed form. (2) The approval of the Medical Examiner making the examination. (3) The approval of the Grand Medical Examiner. (4) A favorable report of an Investigating Committee, or, in case of new Lodges, the recommendation of the instituting officer. (5) Election by ballot in the prescribed form. (6) The payment of one dollar for the Beneficiary Fund. (7) The payment of the prescribed fees for the degrees.

7. The failure to pay assessments for the Beneficiary Fund within the time specified for such payment shall in every case constitute suspension.

8. Any member suspended for non-payment of assessments for the Beneficiary Fund may be reinstated at any



time within the period of three months from the date of such suspension, upon such conditions as may be prescribed by the laws of Grand Lodge.

Reinstatement  
after three  
months suspen-  
sion

9. Any member suspended for non-payment of assessments for the Beneficiary Fund shall not be reinstated after three months have elapsed from the date of suspension, without passing a new medical examination, approved by the Subordinate and Grand Medical Examiners, and obtaining the consent of the Subordinate Lodge to such reinstatement by a majority vote of the members present at a stated meeting.

Reinstatement  
after six months  
suspension

10. No person shall be reinstated who has been suspended for the non-payment of assessments for the period of six months, or for the non-payment of Lodge dues, without complying with all the conditions required of applicants for membership, except the conferring of the degrees and the payment of the fees therefor.

Transfer by  
Clearance Card

11. No member shall be allowed to transfer his membership from one Lodge to another, except he be provided with a Clearance Card, furnished by Supreme Lodge.

Reports

4. *Reports.* The Grand Recorder of each Grand Lodge so set apart shall make report in gross to Supreme Recorder each month of all Beneficiary Funds received and disbursed in his jurisdiction, together with the number of Workman Degree members in good standing, and the Supreme Recorder shall make record in the books of Supreme Lodge, and publish the same in his monthly report.

Relief Fund

5. *Relief Fund.* Grand Lodges set apart as Separate Beneficiary Jurisdictions may provide for a Relief Fund, in such a manner as they may deem proper, but such Fund shall not in any of its provisions conflict with or delay the payment of the benefits due the beneficiaries of deceased members.

## XI.

### RELIEF FUND.

Relief Fund

To protect each Beneficiary Jurisdiction of the Order from exigencies which may arise, increasing its death rate to an extent which would make assessments for a time oppressive upon its membership, and beyond the maximum fixed

herein for such Jurisdiction; to strengthen and sustain the Order, and enable it to meet every emergency by giving the assistance of the whole to any part suffering from an epidemic or other calamity, a Relief fund shall be raised, managed and disbursed as herein provided.

1. *How Raised.* The Relief Fund shall be raised by levying assessments of amounts not more than sufficient to produce the amount required for the payment of each respective relief assessment; and such assessments shall be levied and collected in the same manner and under the same laws, rules and regulations as ordinary assessments for the Beneficiary Fund, and all Laws of the Order in regard to suspensions for non-payments of ordinary assessments or reinstatement of members shall be applicable also to such relief assessments. All Workman Degree members in good standing at the date of the call for relief by the Relief Board, as herein provided, shall be liable for the same, provided, Grand and Subordinate Lodges may pay their respective proportions of the Relief Fund called for, from their General Fund or Beneficiary Fund, and in no case shall the amount of Relief Fund called for by the Relief Board exceed the sum of three dollars per member in any one year.

2. *Maximum.* The following maximum annual number of assessments is established for the several jurisdictions of the Order, that is to say :

Pennsylvania Grand Lodge.....	27
Ohio Grand Lodge, { District No. 1.....	24
{ District No. 2.....	24
Kentucky Grand Lodge.....	24
Indiana Grand Lodge.....	30
Iowa Grand Lodge.....	20
New York Grand Lodge.....	26
Illinois Grand Lodge.....	25
Missouri Grand Lodge.....	26
Minnesota Grand Lodge.....	21
Wisconsin Grand Lodge.....	25
Tennessee Grand Lodge.....	24
Michigan Grand Lodge.....	22
California Grand Lodge.....	28
Georgia, Alabama, etc., Grand Lodge.....	29
Kansas Grand Lodge.....	18

Ontario Grand Lodge .. . . . . .	20
Oregon and Washington Grand Lodge.....	26
Massachusetts Grand Lodge.....	18
Maryland, New Jersey and Delaware Grand Lodge. ....	23
Texas Grand Lodge.....	30
Nevada Grand Lodge.....	28
Colorado, New Mexico and Arizona Grand Lodge... ..	22
Nebraska Grand Lodge.....	16
The Dakotas Grand Lodge.....	21
Supreme Lodge Jurisdiction.. . . . .	30

The maximum rate for other jurisdictions which may from time to time be established shall be fixed by Supreme Lodge.

The maximum rate of all jurisdictions shall be fixed by Supreme Lodge once in three years, commencing from the annual session of 1887, and shall be fixed as follows :

The average death rate of each jurisdiction for the preceding five years plus seven assessments shall be the maximum rate, which shall become the rate on and after the first day of January of the following year, and shall remain in effect for three years from that date.

*Provided*, That at the time of adjusting the maximums, as herein directed, the Supreme Lodge may prescribe lower maximums for weak Jurisdictions, as may be determined by a two-thirds vote of the members of the Supreme Lodge voting thereon.

Relief Board  
how constituted

3. *Relief Board.* The Supreme Master Workman, Supreme Recorder, Supreme Receiver and the Chairman of the Supreme Lodge Finance Committee and of the Supreme Lodge Committee on Laws, shall constitute the Supreme Lodge Relief Board, with power to superintend, in accordance with and governed by the Constitution and General Laws of the Order, the collection, management and disbursement of the Relief Fund herein provided. A majority of said Board shall constitute a quorum.

Relief, when to  
be extended

4. *When Relief is to be extended.* Whenever it shall be made to appear to the satisfaction of the Supreme Lodge Relief Board that the number of deaths in the Supreme Lodge Beneficiary Jurisdiction, or in any Separate Beneficiary Jurisdiction, computed from the beginning of the fiscal year,

has been or is such as to require assessments for any fiscal year in excess of the maximum fixed herein for such jurisdiction, or whenever the membership in the Supreme Lodge Beneficiary Jurisdiction shall be reduced below two thousand, then the relief provided herein shall, upon proper application therefor, be extended immediately. Said fiscal year to commence January first and end December thirty-first of each year.

5. *Assessments.* When the exigency aforesaid shall occur the Supreme Lodge Relief Board shall examine into and certify the facts to the whole Order, and shall call upon the various Grand Lodges through their presiding officers, and upon the various Subordinate Lodges and individual members of the Order in the Supreme Lodge Beneficiary Jurisdiction, for such proportion of the Relief Fund as may be necessary, in the opinion of the Board, and as may be right and proper under all the circumstances, to meet as rapidly as may be the exigency. The Lodges and officers thus called upon shall at once proceed to cause to be forwarded to Supreme Lodge treasury the amounts of the calls made upon them. These calls shall be forwarded to the Supreme Recorder by draft or post office money order, payable to the Supreme Receiver. Assessments

6. *Relief Extended.* The Supreme Lodge Relief Board shall, from the Relief Fund thus placed in the hands of the Supreme Receiver, extend such relief to the over-burdened jurisdiction as may be right and proper and necessary, under the circumstances, to maintain its integrity and preserve its perpetuity. Correct accounts of the transactions of the Relief Board shall be audited and certified by the Supreme Lodge Finance Committee, and included in the monthly statements of the Supreme Recorder, and said Board shall report to the Supreme Lodge in detail at the same time that reports are required to be made by the Supreme Lodge officers. Relief extended

7. *Relief Fund to be accounted for.* Each Jurisdiction receiving relief under the provisions of the Relief Law is hereby required to submit to the Relief Board, through the Supreme Recorder, a detailed statement of the Beneficiary and Relief Funds received and disbursed during the year that any portion of the Relief Fund was received. Said statement shall be audited by the Relief Board, and form Relief Fund accounted for

a part of its annual report. Any Jurisdiction failing or neglecting for any cause to render the statements hereby required, shall be debarred from receiving any further relief until its delinquency has been officially reported to the Supreme Lodge, and action had thereon at some stated or special meeting.

Failure to make  
Relief Assess-  
ments

8. *Failure to Make Assessments.* Any Jurisdiction failing to make in any year, from and after July 1, 1890, the maximum number of assessments required by Section 2, when the death rate of such Jurisdiction necessitates the levying of its full maximum, or any Jurisdiction failing to make a sufficient number of assessments to pay its death claims for any fiscal year, when said death claims do not require the full maximum to be levied, shall be debarred from receiving any and all relief until the death claims carried over, and for which no assessments have been levied, shall have been all paid, and the deficiency thus caused shall have been liquidated by the proceeds of assessments specially levied therefor.

Penalties

9. *Penalties.* Any officer failing or refusing to perform the duties herein enjoined, or who shall in any manner, directly or indirectly, evade the provisions hereof, shall be suspended from all the rights and benefits of the Order.

The charter of any Grand or Subordinate Lodge so failing or refusing shall be suspended.

It shall be the duty of Supreme Master Workman, with the concurrence of Supreme Lodge Relief Board, to carry the provisions hereof into execution.

Said suspension shall be removed whenever the delinquent shall comply with the provisions hereof.

10. In order to extend the provisions of this General Law to different sections of the same Jurisdiction and thereby protect it from the injurious results of an excessive cost owing to a "continuous excessive mortality" in one or more sections, guard it from loss of membership in healthy sections in consequence of such excessive cost, and equalize the annual cost by requiring sections showing a "continuous excessive mortality" to be assessed upon the basis of their own mortality, it is hereby provided that any Jurisdiction may

be sub-divided into not more than four districts by the Supreme Lodge at any stated meeting.

11. No Jurisdiction shall be sub-divided by the Supreme Lodge except upon the following conditions: 1. That the district to be established within the limits of the Jurisdiction shall be well defined, and shall have had for the space of three fiscal years prior to the meeting of the Supreme Lodge a mortality 25 per cent. greater than that of the "remainder of the Jurisdiction" not set apart as a district. 2. That the Jurisdiction shall have been directly or indirectly a beneficiary of the Order under the provisions of this law, for the period of three successive years immediately preceding the time the application for relief is made or relief is extended, as the case may be, and such sub-division be recommended by the Relief Board; *provided*, that when the first condition exists and the second does not, then the sub-division may be made upon the petition of the Grand Lodge of the Jurisdiction, and not otherwise.

12. When such sub-division is made, the district established shall be given a proper designation, the "remainder of the Jurisdiction" shall consist of that portion which has never been set apart as a district, and said remainder shall have not less than one-fourth of the entire membership of such Jurisdiction.

13. Upon the establishment of one or more districts in a Jurisdiction, then the maximum rate of the Jurisdiction as a whole shall be abolished, and each district shall be given a maximum rate in lieu thereof (the "remainder of the Jurisdiction" being in every case treated as a district), and when the mortality in any one or more of such districts shall exceed the maximum rate fixed for such district then the relief provided by Section 4 hereof shall be extended to such district without reference to the other sections of such Jurisdiction.

14. The basis of computation for the maximum rate of districts shall be the same as the basis of computation for the maximum rate of Jurisdictions, as provided in Section 2 hereof, and it shall be the duty of the Grand Recorder of each and every Jurisdiction so sub-divided to keep separate and distinct accounts with each district, to make assessments upon the members of each district as required



by the deaths of such district without reference to the other districts, and to compute all statistics required by the Supreme Lodge upon the basis of the respective districts without reference to the Jurisdiction as a whole.

15. When districts have been formed in any separate Beneficiary Jurisdiction under the provisions of the foregoing Section, then the conditions imposed by such Jurisdiction upon members admitted by clearance card from other Separate Beneficiary Jurisdictions shall be in full force and effect as between the districts of such Jurisdiction, and in no case shall any member be transferred from one district to another without passing a new medical examination properly approved.

## XII.

### MEDICAL EXAMINERS AND EXAMINATIONS.

Medical Exam-  
iners

1. *Examiners.* The Supreme Medical Examiner and all Grand and Subordinate Medical Examiners must be competent practising physicians, members of the Order (if practicable) and graduates of some reputable school of medicine.

Examinations

2. *Medical Examinations.* All medical examinations of applicants for membership in the Order shall be made by a practising physician in good standing, a graduate of some reputable school of medicine, which qualifications shall be made to appear by a certified copy of the certificate of graduation from such college or medical institute authorized to confer degrees, and a certified copy of the license to practise in States (or provinces) where the same is required. Subordinate Lodges may choose one or more physicians to examine applicants, but such examinations shall, in all respects, be governed by the requirements of this article, and all examiners shall be, as far as practicable, members of the Order.

Grand Medical  
Examiner

3. *Grand Medical Examiner.* Each Grand Lodge set apart as a Separate Beneficiary Jurisdiction shall be required to elect or appoint at each stated meeting a Grand Medical Examiner, who shall be a competent practising physician, and shall be required to file with the Grand Recorder evidence of his authority to practice medicine.



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All Medical Examiners' certificates must be approved by him before the degrees can be conferred upon the applicant. The compensation of said Grand Medical Examiner and the manner of payment shall be fixed by the several Grand Lodges.

4. *New Lodges.* Upon the institution of a new Lodge, New Lodges unless the Grand Lodge shall have otherwise determined, the degrees may be conferred and the Lodge instituted, but no Beneficiary Certificate shall be issued, nor shall any liability be incurred, until the medical examinations and applications shall have been submitted to and been approved by said Supreme or Grand Medical Examiner. When an application is rejected, the money paid, except Medical Examiner's fees, shall be refunded to the person admitted, his name erased from the roll of members, and his connection with and claim upon the Order shall thereafter cease.

5. *Rejections.* Whenever either the Supreme or Grand Rejections. Medical Examiner shall disapprove the examination of an applicant, he shall keep a record of the same on file in his office, and forward the medical examination of the rejected applicant to Supreme or Grand Recorder, as the case may be, who shall make a record of it, file it in his office, and shall notify the Lodge forwarding the same of the action thereon.

### XIII.

#### TENURE OF OFFICE

The officers of all governing bodies of the Order shall Tenure of office. hold their offices until their successors are elected or appointed and duly installed.

# CONSTITUTION

## FOR THE GOVERNMENT OF

### SUBORDINATE LODGES.

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Subordinate  
Lodges, how  
named and  
numbered

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

Seal

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

Membership

3. No person shall be admitted to membership in the Order unless he be a white male of the full age of twenty-one and under fifty years of age at the time of receiving the Workman Degree, and must be of good moral character, in sound bodily health, with no main or defect calculated to shorten life, or to render it more uncertain, capable of earning a livelihood for himself and family, and a believer in the existence of a Supreme Being, the Creator and Preserver of the Universe.

Application for  
membership

4. Each application for membership shall be made on the form prescribed by Grand Lodge, signed by the applicant, stating his age, occupation and residence, which shall be a warranty of the truth of the facts therein stated, and the

application must be recommended by two members of the Lodge, and accompanied by a fee of not less than three dollars and Medical Examiner's report, read at a stated meeting, and referred to an investigating committee of three members, neither of whom shall be one of the recommenders, whose report shall be made at the next stated meeting of the Lodge. In case the recommendation of the Medical Examiner, the Grand Medical Examiner, or the report of the Committee of Investigation, is unfavorable, the applicant shall thereby be rejected. After an application has come before the Lodge, it cannot be withdrawn, unless by a majority vote of the members of the Lodge present.

5. Every applicant for membership must be balloted Balloting for by secret ballot, and if two or more ballots are cast against the applicant he shall thereby be rejected. The Foreman shall declare the ballot unfavorable, but before the candidate shall be declared rejected by the M. W. a second ballot may be taken by resolution of the Lodge, which motion shall be put without discussion, and if still unfavorable the candidate shall be declared rejected. A Junior Workman applying for the Workman degree shall be elected by secret ballot, if called for, and if three or more adverse ballots are cast the applicant shall be rejected. An applicant rejected for any cause cannot again apply until after six months. The Recorder must notify elected applicants within six days. The fees, except the medical examination fees, of a rejected applicant shall be returned through his recommenders. The ballot shall be sacred and secret, and must not be used for personal, religious or political differences.

6. No person shall be permitted to join a Lodge in this Residence of Jurisdiction who resides in another Jurisdiction, except by applicants permission of the Grand Master Workman of the Jurisdiction in which he resides.

7. The Subordinate Lodge Degrees shall not be conferred Degrees upon any person for a less sum than five dollars for the two Degrees, except, however, that at the institution of a new Lodge no more shall be required of the applicants than the payment of the fee for charter and supplies. "The degrees of the Order shall be conferred at the stated meetings of the Lodge, and not more than one degree shall be conferred on any member at the same meeting, without the unanimous consent thereto of all present at Lodge, provided no degree shall be conferred upon any applicant

until after the application shall be first approved by the Grand Medical Examiner," except in the organization of a new Lodge, when the organizer by the consent of the Grand Master Workman may confer the degree subject to the approval of the Applicant by the Grand Medical Examiner. This shall not include the one dollar and twenty-five cents for the beneficiary certificate and the one dollar for the Beneficiary Fund. Subordinate Lodges may confer the degrees upon persons elected thereto by another Lodge upon the written request, under seal, of such Lodge, certifying that said applicant has been duly balloted for, accepted and complied with all requirements of the constitution.

Delay in  
receiving J. W.  
Degree

8. Should an applicant who has been examined fail to present his application for membership within three months from the date of said examination, or any person elected for membership fail for three months to receive the Junior Workman Degree, or should he before said degree is conferred suffer any sickness or receive any bodily injury, he must submit to another medical examination, and present a favorable report from the same sources as is required of a new applicant, and be again favorably balloted for by the Lodge, before the Degree shall be conferred.

Officers of  
Subordinate  
Lodges

9. The officers of a Subordinate Lodge shall consist of a Past Master Workman, Master Workman, Foreman, Overseer, Recorder, Financier, Receiver, three Trustees, Guide, Inside Watchman and Outside Watchman, who shall be elected annually on the last stated meeting in December, and also one Representative and one Alternate to Grand Lodge, and at least one Medical Examiner.

Eligibility to  
office

10. Any Workman Degree member in good standing is eligible to any office in a Subordinate Lodge, except those of M. W., Representative to Grand Lodge or Medical Examiner. To be eligible to the office of M. W. a member must have served one term in some subordinate office in the Lodge, except in the formation of new Lodges.

Qualification of  
Representatives

11. A Representative to Grand Lodge must be a Past Master Workman, and as such in good standing at the time of his election, or must have filled the office of Recorder, Financier or Receiver of his Subordinate Lodge for a period of three successive years. The retiring M. W. is eligible to be elected as such Representative.

12. A Medical Examiner must have the qualifications prescribed in the laws of the Order, and at the time of his election file with the Grand Recorder a certificate, setting forth: Medical  
Examiners

1. That he is a graduate of a reputable medical college, giving the name of the same and the date of his graduation.

2. That he is regularly engaged in the practice of medicine in the place of his residence, which must be in or contiguous to the meeting-place of the Lodge.

(A Medical Examiner shall always be a member of the Order when practicable.)

13. No officer of a Subordinate Lodge shall serve in two offices during the same term. The Medical Examiner of a Lodge, when a member of the Order, may be elected to any office. Incompatible  
offices

14. Five members, one of whom shall be the M. W. Foreman or a Past Master Workman, shall constitute a quorum for the transaction of business. The Lodge shall be opened at the time prescribed by the by-laws, if a quorum be present. Quorum

15. Subordinate Lodges must hold stated meetings at least once each month at such time and place as their by-laws prescribe, except when the meeting falls upon a public holiday or the evening previous thereto, when the Lodge may at the preceding meeting fix a date for holding same. Stated  
meetings

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

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

Nominations  
on election  
night

18. No nominations shall be made on the night of the election unless a majority of the members of the Lodge present consent thereto, and votes polled for members who have not been duly nominated shall not be counted by the tellers.

Elections

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

Where one  
candidate  
shall be  
dropped

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

Installation

21. Officers of the Lodge who have been duly elected, shall be installed at the first stated meeting in January, unless when a vacancy is filled or a Lodge instituted, in which case the installation shall take place immediately after the election or institution; and should an officer who has been duly elected, and notified thereof, fail to present himself for installation (unless prevented by sickness or other unavoidable occurrence), the office may be declared vacant by the installing officer, and another election ordered forthwith to fill the vacancy. The officers shall be installed by the D. D. G. M. W. when present; in his absence the Senior Past Master present, being a member of the Lodge, shall officiate, seniority to date from time of service.

Duties of  
M. W.

22. The Master Workman shall:

1. Preside at all meetings of the Lodge, and preserve order and decorum.

2. Decide all questions of order without debate, subject to an appeal to the Lodge.



3. Be Chairman of the Relief Committee, and *ex officio* a member of all Committees.
4. Decide all questions arising under the laws of the Order, subject to appeal to the Lodge.
5. Call the Foreman to the chair whenever he desires to take part in a pending discussion, or when an appeal is taken from his decision.
6. Act as judge of all elections, and declare the names of the officers elected, and the office to which each is elected.
7. At his installation, appoint a Business Committee of three, an Auditing Committee of three, and a Committee of three on Disputes and Grievances.
8. Appoint all Committees, unless otherwise ordered by the Lodge, except as provided in sub-section 2 of section 72.
9. Sign all orders on the Receiver, and see that they are attested by the Recorder and have the seal of the Lodge affixed.
10. Vote at all elections for officers, the admission of candidates, and when the Lodge is evenly divided on any question.
11. Open and close the Lodge in due form, observing all the rules laid down in the Ritual.
12. See that the bonds of the Financier, Receiver and Trustees are safely kept, and not surrendered until the accounts are audited and found correct, that the balances are paid over, and the Lodge satisfied with the result.
13. See that the Ritual, work and regalia of the Order are observed in his Lodge, and that the instructions of the Grand Master Workman, the laws, rules and regulations of Grand Lodge and of Supreme Lodge are observed, and the welfare of the Order promoted in the Lodge.
14. Communicate the password to members of his Lodge in good standing; also to members of other Lodges, on certified request of their Lodges, dated within the current term. (Such requests must be retained and filed with the Recorder.)
15. Declare when a vacancy in an office in the Lodge exists, and direct it to be filled.



16. See that all the official reports required from the Lodge are duly made out and forwarded, and that the beneficiary moneys and reports are duly and promptly forwarded to the Grand Recorder at the time and in the manner required by General Law I. of Grand Lodge, relating to the Beneficiary Fund, and General Law XI. of Supreme Lodge, relating to the Relief Fund.

17. Have charge of the rituals, constitutions, circulars and books pertaining to his office, keep them secure from the observation of those not members of the order, and at the close of his term surrender them to his successor in office.

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

Succession  
to M. W.

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

Junior P. M.  
W.

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

1. Attend the meetings of the Lodge unless unavoidably detained.

2. Conduct the ceremonies prescribed for his office.

3. Preside over the Lodge in the absence of the M. W. and Foreman.

4. Take charge of the Lodge when both the M. W. and Foreman's chairs are vacant, declare the vacancy and immediately have them filled by nomination, election and installation of qualified brothers.

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

Foreman

25. The Foreman, who is the second member of the Relief Committee, shall assist the M. W. in preserving order

and conducting the ceremonies, have charge of the inner door, and in the absence of the M. W. shall preside in his stead, and perform such other duties as are enjoined by the laws, rules, and regulations of the Order. When his office shall become vacant in the manner provided for in section 23 of this Constitution, or from any cause, it shall be immediately filled by the election and installation of a qualified Brother.

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

27. The Recorder shall :—

Recorder

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

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

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

4. Conduct the correspondence, and perform all the duties required of him by General Law I. of this Grand Lodge, relating to the Beneficiary Fund, and General Law XI. of Supreme Lodge, relating to the Relief Fund.

5. See that the monthly reports and remittance blanks, as well as all other statistical reports, are correct, and that the money sent in each remittance is the correct amount.

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

7. Fill out all orders and warrants for the amounts voted by the Lodge, and after the M. W. signs his name affix the seal, and attest them with his signature.

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

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

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

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

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

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

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

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

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

17. Make out the credentials of the representatives and alternates to Grand Lodge in duplicate, forward one with the semi-annual report and give the duplicate to the representative, having seen that both are duly dated, signed by the M. W. and himself, and the seal of the Lodge is affixed.

18. Make out the certificates of all P. M. W. in good standing who have become such by service through the M. W.'s chair, and by service as Recorder, Financier or Receiver of the Lodge, at the end of the term of each of them. See that they are dated and signed by the M. W. and by himself, and affix the seal of the Lodge. Also, in case either of said P. M. W. is the elected representative to Grand Lodge, he must make the certificate in duplicate, and mail one with the

semi-annual report in addition to his certificate as elected representative.

19. Submit his books to the inspection of the Grand Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the M. W. or a committee of the Lodge, whenever requested to do so.

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

28. The Financier shall :

Financier

1. Keep a full and correct account between the Lodge and each member in manner and form as prescribed by Grand Lodge.

2. Receive all moneys due the Lodge, receipt for and pay same over to the Receiver before the close of each meeting, taking his receipt therefor. The receipts of the Receiver in manner and form as prescribed by Grand Lodge shall be his only valid voucher.

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

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

5. Notify the M. W. when in Lodge session of all members in arrears for six months for dues, and serve such notice therein as the M. W. shall direct.

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

7. Make out the semi-annual report of the finances of the Lodge, and for the computation of the per capita tax.

8. Submit his books for the inspection of the Grand Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the M. W. or the Auditing Committee, whenever requested to do so.

9. Perform the duties required of him in General Law I., relating to the beneficiary fund of this Grand Lodge, and General Law XI., of the Supreme Lodge, relating to the Relief Fund.

10. Annually, and at such other times as are required by the laws, rules and regulations of the Order, from his books, furnish the Recorder with a full list of the membership in the Lodge and the standing of each member and assist him in preparing all statistical reports required by Grand Lodge.

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

12. Before entering upon his duties he shall give a bond in the manner and form as prescribed by Grand Lodge in such sum as the Lodge may deem good and sufficient.

**Receiver**

29. The Receiver shall :

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

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

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

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

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

6. The warrant of the Lodge shall be his sole voucher for payments out of the General Fund, and the receipt of the Grand Recorder shall be his sole voucher for payments out of the Beneficiary or Relief Fund.

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

8 Submit his books, vouchers and accounts to the Grand Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the M. W.; or the Auditing Committee, whenever requested to do so.

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

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

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

12. Before entering upon his duties give a bond in manner and form as prescribed by Grand Lodge in such amount as the Lodge may deem good and sufficient.

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

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

32. The Trustees shall :

Trustees

1. Have supervision over the land and other property of the Lodge, and manage the same in accordance with the instructions of the Lodge.

2. Invest such sums as the Lodge may direct out of the General Fund, in such securities as the by-laws of the Lodge may permit.

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

4. Attend the meetings of the Auditing Committee and exhibit all securities in their possession belonging to the Lodge for inspection and verification.

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



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

7. Before either of them shall enter upon his duties he shall execute a bond in manner and form as prescribed by Grand Lodge, in such sum and with such surety as the Lodge may deem good and sufficient.

Representa-  
tives to  
Grand Lodge

33. The representative to Grand Lodge shall :

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

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

3. Upon receipt of the Proceedings of Grand Lodge call the attention of his Lodge to all changes in the laws, and assist the officers in putting the same into operation, and perform such other duties as may be required of him by the constitution, laws, rules and regulations of the Order.

4. In case of death, disability, removal or other inability to serve, the alternate shall be the representative of the Lodge.

Medical  
Examiner

34. The Medical Examiner of the Lodge shall :

1. Examine all applicants for membership in the Lodge, all applicants for reinstatements who have been suspended over three months, and all applicants for membership by clearance card from another jurisdiction.

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

3. Obey the instructions to Medical Examiners contained in the general laws of the Order.

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

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

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6. Immediately on completing an examination, forward it to the Recorder of the Lodge.

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

35. The Auditing Committee shall :

Auditing  
Committee

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

2. Promptly audit such bills as may be referred to them, and perform such other duties as the Lodge or its by-laws may require.

36. The Business Committee shall :

Business  
Committee

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

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

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

4. Investigate and report all cases of applications for assistance or relief made by visiting brethren from Lodges in this or other jurisdictions when referred to it, and perform such other duties as may be required of it.

37. The Relief Committee shall visit the sick, destitute and disabled members of the Lodge under such restrictions as the by-laws of the Lodge prescribe, and make report at each stated meeting of all cases brought to or within their attention, with such recommendations as to pecuniary assistance needed as they may deem necessary.

Relief Co  
mittee

38. Lodges may provide in their by-laws for such other Standing Committees as the business of the Lodge may require or refer such duties to special committees. All standing committees expire with the term of the M. W. who appoints them, and the accounts of all committees must be discharged before their existence can cease. The investigating committee on applications for membership may be made

General pro-  
visions re-  
lating to  
Committees

a standing committee by the by-laws of the Lodge. In all such cases provision must be made for disqualifying a member who may be a relative or recommender of the applicant.

**Terms**      **39.** The fiscal year shall begin on the first day of January and terminate on the 31st day of December of each and every year.

**Dues**      **40.** Each member of the Lodge shall pay into the funds thereof as dues such sums, quarterly, in advance or otherwise, as shall be prescribed by the by-laws, which shall in no case be less than twenty-five cents per quarter year, to commence with the date of his receiving the Workman Degree.

**Failure to pay dues**      **41.** Any member who neglects or refuses to pay the dues as fixed by the by-laws of the Lodge for the period of three months, shall not be entitled to vote or hold office. And if neglecting or refusing to pay for a period of six months he shall be reported to the Lodge by the Financier, and the M. W. shall thereupon declare such member suspended from the Order, unless otherwise directed by the Lodge.

**Reinstate-  
ment after  
non-pay-  
ment of dues**      **42.** Any member who has been suspended from all benefits and privileges of the Order by reason of non-payment of dues, applying to be reinstated, shall pay the amount he was in arrears for dues at the date of his suspension, except the payment of the Degree fees; conform to all the requirements imposed upon an applicant for membership, and shall pay one dollar for the Beneficiary Fund. If over fifty years of age the application cannot be entertained.

**Sick members'  
Assessments**      **43.** Subordinate Lodges may provide in their by-laws for the payment of dues or assessments—one or both—of a sick, disabled or destitute member out of the general fund of the Lodge, provided such payments be made by drawing a warrant on the Receiver for the amount needed one meeting night before the same is fully due and payable.

**Clearance  
Cards, how  
obtained**      **44.** Any member in good standing, wishing to transfer his membership from one Lodge to another, shall apply personally or otherwise in open Lodge for a clearance card, when on payment of all fines and dues charged against him on the Financier's books, a vote shall be taken, and if a majority of the votes be in favor, the card shall be granted.

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

Terms for which card can be granted

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

Duty of member holding Clearance Card

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

If card be refused member must be tried

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

Card may be recalled or annulled

49. A brother of the Order holding a Clearance Card, wishing to become a member of another Lodge of this jurisdiction, shall make application in writing and present his Clearance Card from the Lodge of which he was last a member. If the Lodge is satisfied of the correctness of the card, the application shall be referred to an Investigating Committee of three members, whose duty shall be to have the Recorder promptly inquire of the Lodge granting the card if all assessments for the Beneficiary Fund have been paid by the brother holding the card up to and including the month in which the application is made, and report at the next stated meeting of the Lodge, or as soon as they make the investigation, as to the character and fitness of the applicant for membership. If the report be favorable, the applicant shall be balloted for, and if only two adverse ballots appear against him, he shall be declared elected to membership; if more than two he shall be declared rejected. When admitted to membership the brother shall pay a fee of fifty cents.

How card may be deposited in same jurisdiction

50. The Recorder of the Lodge in which the card is deposited shall immediately, upon the election of the brother, notify the Grand Recorder, by sending him the coupon attached to the card, giving the number of the Beneficiary

Duty of Recorder when card is deposited

Certificate held by the brother, and the name and number of the Lodge granting the card, and shall also notify the Recorder of the Lodge granting the card in the same manner, who shall mark the brother on the books as transferred, shall forward the one dollar remaining in the Beneficiary Fund to the Grand Recorder with the next call.

Expiration  
of card  
without  
deposit

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

Deposit of  
card by  
member of  
another  
jurisdiction

52. Any member of the Order holding a clearance card from a Lodge of another jurisdiction, wishing to become a member of a Lodge in this jurisdiction, shall make application in the same manner and be subject to the same requirements as an applicant for initiation. The Investigating Committee by the Recorder must communicate with the Lodge granting the card, and learn if all assessments have been paid up to and including the month in which the application is made. If the application be approved and he be elected to membership, he shall immediately cancel and deposit with the Lodge his beneficiary certificate issued by the jurisdiction from which he has withdrawn, and make application for a beneficiary certificate in this jurisdiction, paying the fee of one dollar and twenty-five cents therefor and the one dollar for the Beneficiary Fund. The Recorder of the Lodge shall immediately forward to the Grand Recorder the application for beneficiary certificate, which shall be issued in the same manner as other beneficiary certificates. The Recorder of the Lodge shall also forward the cancelled certificate to the Subordinate Lodge granting the clearance card. Cancelled beneficiary certificates of members of this jurisdiction admitted to membership in other jurisdictions must be immediately marked annulled by the Recorder of the Lodge which granted the card, and the beneficiary certificate sent to the Grand Recorder, with the name of the Lodge and the jurisdiction to which the member has been transferred, and the date of his admission to membership.

Fees to be  
returned

53. In all cases of the rejection of an applicant for membership by card, the fees (except the medical examination fees) shall be returned.

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

55. The election constitutes a transfer of membership, and when from another jurisdiction from the date thereof all liability of the jurisdiction granting the card ceases. Members admitted on clearance card into Lodges in this jurisdiction from other jurisdictions become beneficial in this jurisdiction on and after the date of election, and are liable for beneficiary assessments made on beneficiary claims arising after that date. Date of transfer for membership

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

57. When a person who has severed his connection with the Order and has had issued to him a final card desires to again become a member, he shall, if under fifty years of age, make application in the same manner, be subject to the same requirements, and pay the same fees for the beneficiary certificate and the dollar for the Beneficiary Fund, as a new applicant. He need not receive the degrees, but must be re-obligated. He must surrender his card or make satisfactory proof of its loss. If rejected, his card and fees, except the Medical Examiner's fees, shall be returned to him. Re-admission of persons holding final cards

58. A member suspended for non-payment of beneficiary assessments less than three months shall be reinstated under the provisions of section 32 of General Law I., relating to the Beneficiary Fund, which is as follows: Any suspended member who has forfeited all his rights, by reason of non-payment of assessments for the Beneficiary or Relief Funds, may be reinstated if he be living at any time within a period of three months from the date of such suspension, on the following conditions and none other, that is to say: He shall How members suspended less than three months may be reinstated

pay all assessments that have been made during that time, including the one or more for the non-payment of which he had become suspended, together with his dues to date, and the Financier shall report the same to the Lodge, at its next stated meeting, such report, however, is not to be a condition precedent to the reinstatement, but it is hereby expressly declared that the death of a member while so suspended, and during the said three months, shall debar him from being restored into good standing, or from being reinstated by payment of any assessments, either of the one or more for the non-payment of which he became suspended, or those that shall have been made against him during the said period of three months, and payment or tender by his personal representative or representatives during said period shall in no case be held to restore the said member into good standing in the Order.

How, when  
suspended  
over three  
and less than  
six months

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

What dues  
to be paid

60. In both cases the dues standing charged at the time of the suspension and those accruing after the suspension, up to and including the meeting night of the reinstatement, must be paid, in addition to the Beneficiary Assessments required for the reinstatement.

Restoration

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

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

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

3. He must undergo a medical examination as is required of new applicants, and be elected in the same manner.



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

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

62. If any officer shall absent himself from three successive stated meetings, unless prevented by sickness or some other unavoidable cause, he may have his office declared vacant by the Lodge. Removals and vacancies for absence.

63. Any officer may be removed for inattention to his duties, or conduct unbecoming an officer of the Order. (See section 72 of this Constitution.) Vacancies occurring by reason of death, resignation, suspension or otherwise shall be filled in the manner of the original selection to serve the remainder of the term, except as provided in section 22 of this Constitution. Any officer ceasing to be in good standing shall have his office declared vacant. In case of a vacancy, nomination, election and installation may take place at the same meeting of the Lodge. By trial, death, resignation or ceasing to be in good standing. Vacancies how filled

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

65. Each chartered Lodge in this jurisdiction shall pay to the Grand Recorder semi-annually, as dues, thirty cents tax per capita tax for every member on the roll. Per capita

66. Each Subordinate Lodge shall pay its per capita tax during the months of January and July. Any Lodge failing to pay its per capita tax shall be notified of its delinquency during the first weeks of February and August respectively, and when so notified, and failing to pay the per capita tax due on or before the last days of February or Time of payment.



August, may have its charter suspended by the Grand Master Workman, who may reinstate within three months, provided the cause of the delinquency has been removed.

#### Libraries

67. A Subordinate Lodge may create and maintain a library for the improvement of its members.

#### How reinstated for non-payment of fines

68. No member of a Lodge which provides for fines, who has been suspended for any cause, can be reinstated until he has paid the fines standing charged against him on the books of the Lodge at the time of his suspension; provided, however, the Lodge may, by a majority vote, waive this clause whenever it may deem it best to do so.

#### Proceedings for conviction of crimes.

69. Whenever an officer or member of a Lodge shall have been convicted of a crime and sentenced to the county jail, penitentiary, or other place of confinement, it shall be the duty of the M. W. to take notice of the case, and have charges preferred against him under sub-section 3, section 70, of this Constitution. Notice shall be served on such accused member in the manner provided in General Law V., and if no counsel shall be named by him the Lodge shall assign a competent member to defend him in such trials. The certified record and conviction shall be competent evidence under the Laws of the Order.

#### Offences of which the penalty is expulsion

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

1. With having obtained his membership by fraud or misrepresentation.

2. The excessive use of intoxicating liquors, or the use of opium or other poisons.

3. Immoral or criminal conduct of any kind calculated to bring reproach upon the Order.

4. Converting or appropriating to his own use, or the use of any other person, any moneys belonging to the general, beneficiary, relief or other funds.

#### Other offences and penalties

71. Any officer or member of a Subordinate Lodge who, after trial, shall be found guilty of:

1. Violating any of the obligations, laws, rules or enactments prescribed by Grand Lodge;

2. Neglecting or refusing to obey a summons from the Grand Master Workman, the Grand Lodge, his Lodge, or any committee directing him to appear;

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

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

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

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

7. Wilfully making a false accusation against a member of the Order,

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

a. Reprimand by the M. W. in open Lodge.

b. Removal from office.

c. Disqualification to hold office.

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

e. Expulsion.

72. Any officer or member of a Subordinate Lodge Trials charged with any of the offences enumerated in sections 70 or 71, shall be brought to trial for the same in manner following, to wit :

1. Charges shall be preferred in writing, setting forth : How charges are preferred—their nature and particulars of the offence or offences charged. reference and mode of These shall be signed by the accuser, presented at a stated meeting, read by the Recorder in open Lodge, and lie over until the next stated meeting. The Lodge shall, through the Recorder, serve a copy duly certified under the seal of the Lodge on the accused, in manner provided in General Law V., and notify him to appear, when a committee shall be appointed to try the same. serving accused

2. The Committee shall consist of five members of the Lodge, none of whom shall be in any wise interested in accusation or defence, and shall be appointed, three by the M. W. and two by the P. M. W., unless either of those officers shall be the accused or the accuser, in which case the Foreman shall appoint in the place of the officer disqualified. How committee to try appointed and of whom composed

3. The Committee shall organize by the election of one of its members as chairman, who shall preside over all its deliberations and conduct its proceedings, and one as secretary, who shall keep full minutes and take down all testimony. Organization of committee notice to parties right of counsel

mony. At least five days notice shall be given to accuser and accused of the trial and place of meeting of the Committee. Each party shall have the privilege of being represented by counsel, who must be a member of the order in good standing, and shall be entitled to have subpoenas issued under the seal of the Lodge, signed by the M. W. and attested by the Recorder, commanding the attendance of witnesses.

Duty of trial  
committee

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

How testi-  
mony taken

5. One witness only shall be allowed before the committee at a time, his testimony taken in full by the Secretary, and read over to him at its conclusion, when he shall sign his name to the same. After hearing all the testimony the committee shall meet in secret session and agree upon their verdict, first, upon the charge, and then upon each specification, and reduce the same to writing. In case they shall find the accused guilty of any offences named in section 71, they shall recommend which of the penalties therein set forth shall be inflicted upon him; and make full report of their proceedings and findings, which, together with the testimony taken, shall be presented at the next stated meeting of the Lodge.

Proceedings  
upon report  
of trial com-  
mittee to the  
Lodge who  
shall vote  
how penalty  
shall be  
prescribed

73. It shall be the duty of the Recorder to notify the accused and accuser, and all other brethren, parties to the case, that the report of the committee will be taken up for action at the next stated meeting under the head of new business. The M. W. shall direct the report to be read, when each party shall be entitled to debate the matter, the accused having the final reply. The accuser (if personally interested) and accused shall then retire and the M. W. shall appoint two members of the Lodge to act as tellers. A ballot shall then be taken upon the adoption of the report of the committee, and if adopted the penalty prescribed by the law or recommended by the committee shall be enforced. No one shall be entitled to vote but members of the Lodge in good standing, and it shall require the votes of two-thirds of the members present to be in the affirmative if the penalty be suspension or expulsion, but a majority only if one of the lesser penalties be prescribed; provided, that the adoption

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by a majority vote of the Lodge of the findings of guilty of Trial Committee in cases involving the embezzlement or misappropriation of the funds of the Order, shall be the expulsion of the convicted member.

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

When record must be sent to G. M. W.

75. Any Lodge or brother feeling aggrieved on account of the decision of the Committee on Appeals and Grievances, and approved thereof by the Grand Master Workman, may appeal to Grand Lodge. Such appeal shall be made by filing with the Grand Master Workman, within three months after notice of the decision, a statement of the reasons therefor. The decision of the committee and the approval of the Grand Master Workman must be complied with in the interim. The Grand Master Workman shall at once notify the Lodge, from whose action the appeal is taken, of such appeal, and the Recorder of said Lodge shall forward to him the record upon which the case has been decided, and the appeal, which shall be submitted by the Grand Master Workman to Grand Lodge at its next session, whose decision shall be final, subject to an appeal to Supreme Lodge.

Appeal to Grand Lodge

76. If an accused brother neglects or refuses to appear without reasonable cause being shown, the committee shall proceed with the trial the same as though he were present. The Lodge must consider each case on the record of the

Refusal to appear on notice, case to be tried on record only.

Competent  
witness be-  
fore trial  
committee

committee only, and no further testimony shall be presented. The evidence of persons not members of the Order may be received on the trial of a brother.

Change of  
venue

77. Any member may present his case to the Grand Master Workman, who may allow the defendant a change of venue when, in his judgment, the facts cause him to believe that the defendant cannot get justice in his own Lodge.

Rules for  
organizing  
Lodges.

78. The following rules shall be observed in the organization of Subordinate Lodges :

1. Fifteen or more persons having the prescribed qualification must unite in the petition. Members of the Order in possession of clearance cards may unite in the petition, and the cards of such members shall be filed with the instituting officer and be by him deposited in the new Lodge, the Recorder of which shall, within one week thereafter, notify the Lodge from which the card emanated of such deposit.

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

3. The petitioners shall meet at the time and place fixed by the instituting officer, and under his direction proceed to vote by secret ballot for each other. If two or more adverse ballots appear against a petitioner, he shall be declared rejected, and his petition for membership shall not be again considered for the period of six months thereafter. Rejected applicants for admission on Charter for new Lodges shall have returned to them all fees, except those for medical examination.

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

New Lodges  
how organ-  
ized

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

79. The Charter fee for a new Lodge shall be one hundred dollars, and shall include a full set of supplies needed in the work of a Subordinate Lodge, except its seal and members' regalia.

80. The instituting officer of a new Lodge shall be governed in his duties by the provisions of sections 51 and 52 of this Constitution. Members holding Clearance Cards from Lodges of this jurisdiction shall pay a fee of \$2 unless their pro-rata share of the fee for the Charter shall amount to a less sum.

81. Members of the Order holding Clearance Cards from Lodges of another Grand Lodge jurisdiction may be admitted to membership on a Charter list in this jurisdiction. In such cases the instituting officer shall be governed by the provisions of section 49 of this constitution.

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

83. Immediately after the initiation the members shall proceed to elect the officers under the provisions of sections 19 and 20 of this Constitution. The P. M. W. elect shall also be the Representative to Grand Lodge by virtue of his office. Should he fail to serve his term, he shall not be entitled to the honors, but the brother elected to fill the unexpired term shall be entitled to the honors of the office, provided he attend the meetings of Grand Lodge.

84. No suspended or expelled member of the Order, except such as is provided for in section 82 of this Constitution, can be taken as a charter applicant for a new Lodge.



Rejected applicants for admission on charter for new Lodges shall have all fees except Medical Examiner's fees returned to them.

How Lodges  
become de-  
funct

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

Members to  
be notified  
by G. M. W  
and G. R.

How and  
when cards  
may be is-  
sued to  
members

1. Any member of a defunct Lodge who was in good standing at the time it became defunct shall be entitled to receive from Grand Lodge a Clearance Card good for six months, for which he shall pay the sum of two dollars. The application for said card must be made within thirty days from the date of notice from the Grand Master Workman.

Failure to  
apply for  
card declar-  
ed a with-  
drawal

2. Any member of a defunct Lodge who was in good standing at the time it became defunct, who fails to make application for a Clearance Card within the time specified herein, shall at the end of thirty days be taken to have elected to have voluntarily withdrawn from the Order, completely severing all relations theretofore existing between him and the Order, and to have wholly relinquished all his rights, benefits and privileges that he may have theretofore acquired by virtue of his said membership, and can only renew the same as provided in section 89.

Duties of  
members  
holding G.  
L. cards

3. Any member of a defunct Lodge to whom a Clearance Card has been granted must notify the Grand Recorder of his address at least once each month, and must pay all assessments for the Beneficiary Fund within the time specified by the laws of the Order for the payment of such assessments direct to the Grand Recorder, and be subject to all the penalties for the non-payment of the same, and can only be reinstated as provided for in section 43 of this Constitution.



4. Any member of a defunct Lodge who has received a Clearance Card from the Grand Lodge must present it to some Subordinate Lodge, and be elected to membership therein, before the expiration of the six months, or renew the same under the rule prescribed in sub-section 5 of this section, and in the event of his failure to do so then his membership in the Order shall cease, and his Beneficiary Certificate shall be annulled by the Grand Recorder, who shall notify him at least thirty days before the expiration of his card of the time when it will expire, and the penalty that will follow a failure on his part to become a member of some Subordinate Lodge.

Clearance card must be deposited within six months

5. Any member of a defunct Lodge who has received a Clearance Card from the Grand Lodge, and has attempted to comply with the provisions hereof, and has been unable to do so, by reason of his rejection by any Subordinate Lodge to which he has applied for admission, may retain his membership in the Order by making application in writing for a new card; such application must be addressed to the Grand Recorder, made at least ten days before the expiration of the card, state what efforts were made in the past six months to deposit it in the Subordinate Lodge, and the reason or reasons why each effort was not successful. The pending assessments for the month and also the fee of \$2 for Clearance Card must be paid. If the facts are satisfactory to the Grand Recorder, he shall cause another card to be issued. All Grand Lodge cards shall be issued for the period of six months.

How card renewed after suspension

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

Admission of members to other Lodges

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

Reinstatement when suspended less than three months

1. The fees for admission to membership by clearance card prescribed in its by-laws.

Payment of fees

2. The assessments upon which the member was suspended, and those subsequently levied, including those pending at the time the application is made.

Payment of assessments and dues

Fee for G.  
L. card

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

Fees to  
accompany  
application

4. The Beneficiary Assessments, except one dollar thereof, the dues, and the fee for the card, where required, shall be sent with the application, whereupon, if the amounts be correct, the Grand Recorder shall issue a card, or declare the old card renewed for the purpose of the application, and the Lodge will proceed to reinstate the member, under the provisions of section 36 of General Law I., relating to Beneficiary Fund.

When sus-  
pended  
more than  
three and  
less than six  
months

88. A member of a defunct Lodge suspended over three and less than six months, at the time it became defunct, and a member of a defunct Lodge, holding a Grand Lodge clearance card, and who has been suspended over three and less than six months, may be reinstated in any Lodge by complying with the foregoing provisions for a member suspended less than three months, except that his application must be accompanied by a medical examination, approved by the Medical Examiner of Subordinate Lodge in which he desires to apply for reinstatement, and also by the Grand Medical Examiner. Upon the consent of the Grand Master Workman being had the Lodge may reinstate him under the provisions of section 37 of General Law I., relating to the Beneficiary Fund.

How a  
member of a  
defunct  
Lodge sus-  
pended from  
the Order  
may be re-  
admitted

89. Any member of a defunct Lodge who was suspended from the Order for non-payment of dues or assessments at the time it became defunct, or any member of a defunct Lodge holding a Grand Lodge clearance card, who becomes suspended from the Order for the same cause, can be admitted to membership in any Lodge in this Jurisdiction by making application to the Grand Master Workman for his consent. Such applicant shall conform to the requirements of section 36 of this Constitution, if suspended for dues or fines only, and to the requirements of section 37, General Law I., relating to the Beneficiary Fund, if for non-payment of assessments, with or without dues, and the Grand Master shall not give his consent in such cases until he has seen the medical examination approved by the Subordinate Lodge Medical Examiner and by the Grand Medical Examiner.

Service of  
notice

90. The notices hereinbefore mentioned shall be given by mailing the same to the last known post office address of members of defunct Lodges.

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

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

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

*Recorder*

*Master Workman.*

92.—1. Subordinate Lodges are required to make by-laws in conformity with the Constitution of Grand Lodge and the general laws of the Order :

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

b. After being read they shall lie over for at least two stated meetings, and the members notified when the said proposed by-laws, amendments or alterations will be considered and acted upon.

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

2. After adoption the Recorder of the Lodge shall write out in full, duplicate copies of the new by-laws or the amendment or amendments to the old by-laws. No pasting

of previously printed or written slips will be sufficient, but each item must be written out. In amendments, the old by-law, the amendment and the by-law as amended must be separately stated. To this the Reeorder shall certify :

a. The date when the by-law or amendment was proposed to the Lodge.

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

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

d. Date of adoption.

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

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

g. Forward both to the Chairman of the Grand Lodge Committee on Laws for examination.

Duty of  
Committee  
on Laws and  
Supervision

3. After the Committee on Laws has examined and the Grand Master Workman has approved same, the Lodge shall send a duplicate copy to the Grand Reeorder, under penalty of suspension in case of disobedience without reasonable or satisfactory excuse, who shall file them in his office.

When to  
take effect

4. The by-laws or amendments to the by-laws of a Subordinate Lodge take effect from the date of the next stated meeting after the approval of the Grand Master Workman, and shall repeal all by-laws or parts of by-laws in conflict therewith.

Objection  
to action of  
Committee  
how made

5. Lodges aggrieved at the action of the Grand Master Workman can present the reasons for the same at the next stated meeting of Grand Lodge.

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

## GENERAL LAWS.

### I.

1. The following rules are prescribed for the govern- <sup>Grand Lodge</sup> ment of this Grand Lodge Beneficiary Jurisdiction in the Beneficiary collection, management and disbursement of the Beneficiary <sup>jurisdiction</sup> Fund.

2. The Grand Lodge of the Ancient Order of United <sup>Amount of</sup> Workmen, of the Province of Ontario, guarantees to each <sup>Beneficiary</sup> member of the Workman Degree the payment at his death of *two thousand dollars* (without use or interest) to such person or persons as he may, while living, direct, according to the rules, laws and regulations of the Order, but not inconsistent with the Statute Law of Ontario, for that purpose; *provided*, that said member shall fully comply with each and all requirements of the hereinafter specified conditions, with the Constitution, and the general laws governing the Order.

3. All medical examinations of applicants for member- <sup>Medical Ex-</sup> ship shall be forwarded to the Grand Medical Examiner by <sup>aminations</sup> the Recorder. The Grand Medical Examiner shall pass upon, and, if approved, forward the same to the Lodge, upon the same day that he received it, provided the name of the Medical Examiner has been entered upon his list of com- missioned examiners. If rejected, he shall notify the Recorder, and forward weekly to the Grand Recorder the rejected application.

4. Each applicant for membership, upon receiving the <sup>Application</sup> Junior Workman Degree, shall make application for the rights, privileges and benefits of the Order, in substance as follows, which shall be attested by the Recorder, and shall constitute his application for the Workman Degree. Such application shall form part of the contract with the Order, and if the applicant shall wilfully make any false or erroneous statement therein, or shall intentionally conceal or omit to disclose any fact material thereto, all rights, benefits, and privileges accruing by virtue of his membership in the Ancient Order of United Workmen shall be null and void.

Form of ap-  
plication for  
Beneficiary  
Certificate

5. I, \_\_\_\_\_, do hereby make application for the Workman Degree in \_\_\_\_\_ Lodge, No. —, of the Grand Lodge of the Ancient Order of United Workmen, of the Province of Ontario, and do hereby agree that compliance on my part with the following conditions herein set forth are the conditions upon which I am entitled to all the rights, benefits and privileges of the Order ; I do also certify that the answers made by me to the questions propounded by the Medical Examiner of this Lodge (a correct copy of which is attached to this application, and forms a part thereof) are true ; and I hereby agree in consideration of the rights, benefits and privileges of membership in the Ancient Order of United Workmen, to pay all beneficiary assessments, relief calls, or other demands legally made upon me by the Order.

I further agree for myself and my beneficiary or beneficiaries, that should I fail or neglect to pay all assessments, relief calls, and demands legally made upon me within the time required, my membership shall thereby cease and determine, together with all rights, benefits and privileges inherent therein ; and that my beneficiary or beneficiaries, their heirs or legal representatives, to whom the same is made payable, shall not be entitled to receive any portion of the Beneficiary Fund of the Order, nor have any claim against the Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario. I hereby certify that I have not applied for admission to any Lodge of the A. O. U. W. and been rejected (if so rejected applicant shall state when and where).

I further agree that this application and medical examination shall be and form a part of my contract with said Grand Lodge.

I further agree and bind myself that any fraud, deceit, misrepresentation, or knowingly or wilfully false statement herein made by me, and material to be known to the said Order, shall render my membership null and void.

I further agree to be at all times during my membership subject to such laws, rules and regulations as now exist, or may hereafter be adopted by the Order.

I agree that the Beneficiary Certificate to be issued to me shall have no binding force whatever until I have received the Workman Degree.



I hereby authorize and direct said Beneficiary Fund, at my death, to be paid to \_\_\_\_\_ of \_\_\_\_\_ Province of \_\_\_\_\_, bearing relationship to myself of \_\_\_\_\_ and whose receipt at my death, to the Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario, shall cancel in full all obligations existing under the aforesaid Beneficiary Certificate, and by virtue of my membership in the Ancient Order of United Workmen.

WITNESS my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 18—

\_\_\_\_\_ Applicant

Attest: \_\_\_\_\_ Recorder.

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

7. The Grand Lodge shall issue all the Beneficiary Certificates to the members of Subordinate Lodges within its Jurisdiction. Certificates to be granted by Grand Lodge only

### BENEFICIARY CERTIFICATE.

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

No. \_\_\_\_\_

\$2,000.

This Certificate, issued by the authority of the Grand Lodge of the Ancient Order of United Workmen, of the Province of Ontario, witnesseth that Bro. \_\_\_\_\_, a Workman Degree member of \_\_\_\_\_ Lodge, No. \_\_\_\_\_, of said Order, located at \_\_\_\_\_ in this Jurisdiction, is entitled to all the rights, benefits and privileges of membership in the Ancient Order of United Workmen of the Jurisdiction of the Province of Ontario, and to designate the beneficiary to whom the sum of two thousand dollars (without use or interest) of the Beneficiary Fund of the Order shall at his death be paid



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

It is also understood and agreed upon that the truth of the statements and conditions set forth in the medical examination and application for this certificate, and which forms a part hereof, are the conditions upon which Bro. \_\_\_\_\_ is entitled to all the rights, benefits and privileges of the Order. And that any untruthfulness or violation of said statements and conditions terminates the membership of said \_\_\_\_\_, and that said Grand Lodge shall not then be liable for the above sum or any part thereof.

He designates as beneficiary under the conditions hereof \_\_\_\_\_, bearing relation to him of \_\_\_\_\_.

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

[SEAL] \_\_\_\_\_, G. M. W.

Attest : \_\_\_\_\_, G. Recorder.

WE, the undersigned M. W. and Recorder of \_\_\_\_\_ Lodge, No. \_\_\_\_\_, do hereby countersign this certificate and attach the seal of this Lodge hereto this \_\_\_\_\_ day of \_\_\_\_\_ 18—.

[SEAL, Sub. Lodge.] \_\_\_\_\_, M. W.  
\_\_\_\_\_, Recorder.

All Beneficiary Certificates shall have printed on the back thereof a blank form for change of beneficiary, a blank form for the receipt of the beneficiary money and release of Grand Lodge when paid.

8. In filling out applications for Beneficiary Certificates or applications for change of direction of payment thereof, Recorders will observe the following instructions in naming the beneficiary or beneficiaries, viz :—

Rules for  
designating  
beneficiaries

a. Each member shall designate the person or persons to whom the Beneficiary Fund due at his death shall be paid, who shall in every instance be one or more members of his family, or who shall be related to him by blood, or who shall be dependent upon him, or who shall be his affianced wife.

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

9. Any member desiring to change his beneficiary or beneficiaries may do so in the following manner: He shall fill out the blank form on the back of his Beneficiary Certificate authorizing the change; he shall have his signature attested by the Recorder of his Lodge and the seal attached thereto, or attested before an officer entitled to administer oaths, when the member cannot sign in the presence of the Recorder. When this is done he shall deliver or cause to be delivered his Beneficiary Certificate to the Recorder, together with a fee of fifty cents. The Recorder shall approve, attest and affix the seal thereto and forward it and the fee to the Grand Recorder, who shall, if the directions be within the provisions of section 8, make a record of the change on the books of Grand Lodge, and shall issue a new Beneficiary Certificate in lieu thereof, payable as directed on the back of the one surrendered. The new Beneficiary Certificate shall bear the same number as the old one, and have marked on it, "Issued to change beneficiary" (or beneficiaries, as the case may be), and the change shall take effect from the date of its issue. The old one shall be cancelled, safely filed and preserved.

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

Duplicate  
certificates

shall thenceforth be null and void. Duplicates must have the same number and be made payable to the same beneficiary or beneficiaries as the original. A lost original Beneficiary Certificate found after a duplicate has been issued must be returned to the Grand Recorder.

Delivery of  
beneficiary  
certificates

11. The Beneficiary Certificate issued to every member by Grand Lodge shall be delivered to him at the time of receiving the Workman Degree, or as soon thereafter as practicable, after the institution of a new Lodge, or when a member has received both degrees at the same meeting. The date of countersigning the Beneficiary Certificate by the M. W. and the Recorder shall be the date of conferring the Workman Degree. In the absence of either the M. W. or the Recorder, the M. W. and the Recorder *pro tem.* shall countersign the Beneficiary Certificate, with the words *pro tem.* placed after the signature.

When rights  
of members  
accrue

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

Junior  
Workmen  
failing to  
advance

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

Register of  
beneficiary  
certificates

14. The Grand Recorder shall keep a separate and distinct account with each Subordinate Lodge, showing a full register of each Beneficiary Certificate issued, and to whom, and from the monthly reports of Subordinate Lodges he shall keep a full record of the status of the members.

Calls and  
assessments

15. If at the beginning of any month the Beneficiary Fund in the Treasury of the Grand Lodge shall be less than

two thousand dollars over and above the amount that would be required to pay the full benefit for every death of which the Grand Recorder has, before the last day of the preceding month, received the official report, and of which payment has neither been ordered nor finally refused by the Finance Committee, then it shall be the duty of the Grand Recorder to call upon the Subordinate Lodges to forward the Beneficiary Fund in their respective treasuries, and at the time of making such call to make an assessment of one dollar upon each member of the Order who shall have received the Workman Degree prior to the date of the first death, which the Beneficiary Fund in said Grand Lodge Treasury, after reserving the amount needed for earlier deaths as hereinbefore specified, would be insufficient to pay in full. If at the time of making such call it shall appear to the Grand Recorder, by estimating as near as may be the fund so required to be forwarded, that, with the addition of such fund, the Beneficiary Fund in the Treasury of the Grand Lodge will still be less than two thousand dollars over and above the amount first hereinabove referred to, then it shall be the duty of said Grand Recorder forthwith to call upon the Subordinate Lodges to forward the sum to be realized from said assessment, and he shall at the same time make a second assessment of one dollar upon each member of the Order who received the Workman Degree prior to the date of the first death which the fund to be realized, as estimated by the Grand Recorder, from the former assessment, after providing as before for earlier deaths, would be insufficient to pay in full; and further calls and assessments shall, if necessary, be made at the same time upon the same principles.

16. Every call made upon Subordinate Lodges to forward Beneficiary Funds shall be made upon the first day of the month that is not Sunday or a legal holiday, shall contain a list of all deaths officially reported to the Grand Recorder prior to the last day of the preceding month, and not included in the preceding call, and all necessary instructions relative to forwarding the funds called for. Every call shall be submitted to, and shall be approved or disapproved by, the Finance Committee of the Grand Lodge.

17. Should it be necessary for two or more calls to be made at one and the same time, the money on hand shall be forwarded as required by law in response to the first call, and

the amount due on all remaining calls shall be forwarded to the Grand Recorder immediately after the first day of the following month.

Failure to  
forward  
assessment

18. Any Subordinate Lodge failing or declining to make remittance as above, so as to insure their receipt by the Grand Recorder on or before the 8th day of each month, shall again be notified, and said second notice shall be mailed to the M. W. of the Lodge per registered letter, and should such remittances fail to be made on or before the 15th day of the same month, all members under the jurisdiction of said Lodge shall stand suspended until said remittances are made.

Assessment  
notices, how  
given and  
duties of  
Financiers

19. Every assessment made upon the members shall be made upon the first day of the month that is not Sunday or a legal holiday, and shall contain a list of all deaths officially reported to the Grand Recorder prior to the last day of the preceding month and not included in the preceding assessment. Notices of said assessments shall be issued by the Grand Recorder, who shall forward to the Financier of each Subordinate Lodge a sufficient number to supply each member with one copy, and the Financier shall deliver personally or mail to the last known post office address of each member one copy of said notice on or before the eighth day of the month in which the assessment was made; but such notices are sent for the information of members, and shall not render Grand Lodge liable for the issuing of any notice to members of assessments. Financiers shall keep a mailing register of the members of their respective Lodges, in manner and form as prescribed by Grand Lodge, in which shall be entered the day on which each assessment notice was mailed to the last address furnished by the member.

Duty of  
member fail-  
ing to re-  
ceive notice  
of assessment

20. A member failing to receive notice of any assessment on or before the twenty-eighth day of any month during the year, it shall be his duty to immediately notify the Grand Recorder of that fact, and request to be informed as to whether an assessment has been made, and the Grand Recorder shall immediately inform the member either affirmatively or negatively of the fact, and should there be one, the member shall, within fifteen days thereafter, pay, or cause to be paid, to the Financier of his Lodge, said assessment or assessments, as the case may be; and in case of default he shall become a suspended member in all respects as are prescribed by the Laws, Rules and Regulations of the Order,

and his rights, or those claiming through him, under the Beneficiary Certificate issued to him, or by virtue of his membership, shall be, and are hereby declared, forfeited in all respects as if he had received the notice in the usual way through his Subordinate Lodge, and became a suspended member by reason of default. Any member failing to adopt this precaution shall be deemed to have waived his right to notice of the assessment or assessments, and shall be barred from claiming or asserting a non-forfeiture of his membership by reason of his suspension.

21. After the expiration of six months from the date of the suspension, or other disqualification of any member, neither the said member nor any person or persons claiming through him shall have any right of action, or be entitled to bring any action against this Grand Lodge for, or by reason or on account of, any cause, matter, or thing in respect to his membership herein, or the contract made with him by this Grand Lodge.

22. Assessments for the Relief Fund made under General Law XI. of Supreme Lodge shall be assessed upon the member by the Grand Recorder, and collected in the same manner and under the same rules and regulations as are herein prescribed for the collection of the assessments for the Beneficiary Fund of this jurisdiction, provided that such assessments may be paid by the Subordinate Lodges out of their General Fund. Assessment for relief fund and how paid

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

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

25. Whenever the Grand Recorder shall receive an official report and proof of the death of a member in good standing, entitled to all the rights, benefits and privileges of Beneficiary claims, how paid



the Order, he shall refer the same to the Committee on Audit and Finance, and when approved by it, a warrant shall be drawn upon the Grand Receiver in favor of the beneficiary of such deceased member, and the said warrant shall be forwarded by the Grand Recorder to the Recorder of the Lodge of which the deceased was a member, with all the necessary instructions.

Payment to  
beneficiaries

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

Beneficiary  
funds, how  
remitted and  
receipted

27. All Beneficiary Funds forwarded to the Grand Recorder shall be sent by check, draft or post office order, payable to the order of Grand Recorder, costs of collections in all cases shall be paid by Subordinate Lodges. The Grand Recorder shall make a proper record of the same upon the books of Grand Lodge, and deposit same as required by subsection 17 of section 24, G. L. Constitution.

Monthly  
statements

28. The Grand Recorder shall immediately after the close of each month make a full statement of all receipts and disbursements of beneficiary and other funds for the preceding month, submit the said statement to the Committee on Audit and Finance for examination and attestation, have the same printed and send one or more copies to each Subordinate Lodge.

Duty of  
Recorders

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

Notify G. R.  
of rejections

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

Fee for Cer-  
tificate

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



fee of one dollar and twenty-five cents for each and every application.

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

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

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

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

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

8. To make due and proper record of all suspensions, reinstatements, expulsions, transfers of membership into or out of the Lodge, and such other matters as may be necessary from time to time, upon the Beneficiary Certificate Register, and to see that the same are recorded, at the proper time, in the monthly report.

9. To report upon the blank provided for that purpose by the Grand Lodge, to the Grand Recorder, the death of any member in good standing of the Lodge, which report shall be signed by said Recorder and by the Master Workman and Financier. None but deaths so reported shall be deemed to be officially reported within the meaning of this Constitution.

10. To notify the Recorder of any Lodge when a member has been admitted by clearance card issued by such

Lodge, and inform such Recorder and the Grand Recorder of the date of such election.

11. To forward the cancelled Beneficiary Certificates of all members admitted by card from Lodges in other Beneficiary jurisdictions to the Recorder of the Lodge issuing the card ; and inform him of the date of election, and immediately after the member has been elected to membership to notify the Grand Recorder.

12. To attest the signatures of all members when filling out the blank on the back of their Beneficiary Certificates for the purpose of making a change in their beneficiaries ; see the direction is within the provisions of section 8 ; affix the seal of the Lodge thereto, and forward the certificate to the Grand Recorder, with a fee of fifty cents.

13. To mail to the Grand Recorder immediately after the twenty-eighth of each month the membership report for the month just closed.

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

Duty of  
Financiers

30. It shall be the duty of Financiers of Subordinate Lodges :—

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

2. To deliver personally or mail to each member the assessment notice issued by the Grand Recorder on or before the eighth day of the month in which the notices were issued, but such notices are sent for the information of members and shall not render Grand Lodge liable for the issuing of any notice to members of assessments.

3. To keep a careful record of the manner and date of service of all assessment notices, and when any member fails to pay any assessment made, to record on the monthly report of the Lodge the manner and date of service, and the last known post office address of the member who has failed to pay.

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4. To furnish the Recorder, on the day following the twenty-eighth day of the month, with the names of all members who had failed to pay their assessments on or before the twenty-eighth day of the month in which the assessment was made.

5. To notify the Lodge of all applications for reinstatement, and of the fact that the required amount necessary to be paid by such applicant has been deposited with him, and to see that all arrearages of Beneficiary or Relief Fund paid by members who are duly reinstated are forwarded to the Grand Recorder.

6. When any member is suspended for non-payment of assessments, dues or other sums which he is legally liable to pay, no Financier shall be permitted to take or receive any money whatever unless and until said member pays all arrearages, including those for which he was suspended.

7. To report to the Lodge at the next stated meeting the total amount of money received since the last report was made, specifying the amount collected for each fund.

8. To make out the monthly report upon the blank form provided by Grand Lodge for that purpose, and deliver the same to the Recorder on the day following the twenty-eighth day of the month.

31. It shall be the duty of Receivers of Subordinate Lodges : Duty of  
Receivers

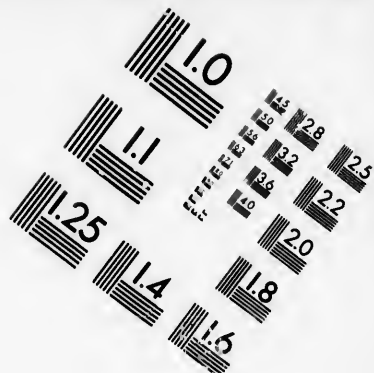
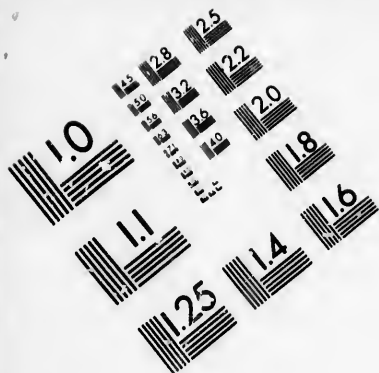
1. To receive from the Financier all moneys received for the Lodge, and to give him a receipt for the same.

2. To keep a regular and correct account of all moneys received and paid out by him, keeping the account of each fund separate and distinct.

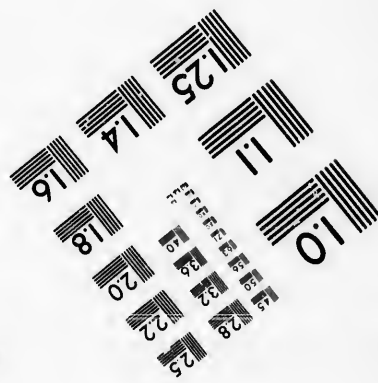
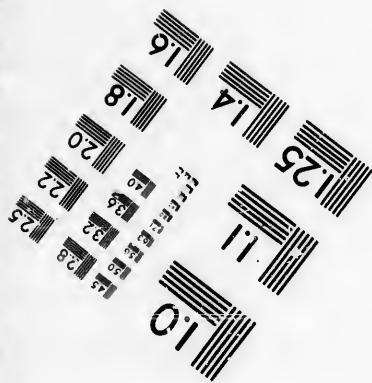
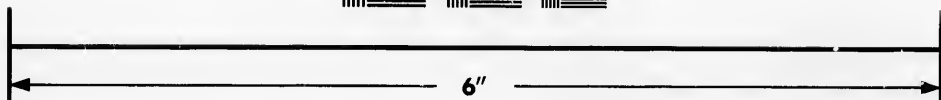
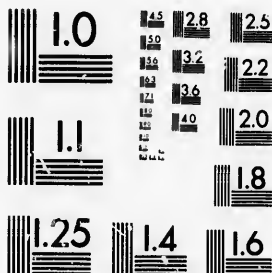
3. To deliver to the Recorder a check, draft, or post office order, payable at par to the order of the Grand Recorder, for the amount of Beneficiary or Relief Fund, to be forwarded whenever a call has been made upon said fund; the receipt from the Grand Recorder shall be his voucher to the Lodge.

32. Each member initiated shall be liable for all assessments for the Beneficiary Fund made upon a death which occurred subsequent to the day on which he received the Workman Degree, and each member admitted by card from another jurisdiction shall be liable for all assessments made Liability for  
assessments





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upon a death which occurred on the day following the date of his election to membership in the lodge in which he deposited his card

Suspension  
for non-  
payment of  
assessments

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

Conditions  
of reinstatement

34. Any suspended member who has forfeited all his rights by reason of non-payment of assessments for the Beneficiary or Relief Funds may be reinstated, if he be living, at any time within a period of three months from the date of such suspension, upon the following conditions, and none other, that is to say: He shall pay all assessments that have been made during that time, including the one or more for the non-payment of which he had become suspended, together with his dues to date, and the Financier shall report the same to the Lodge at its next stated meeting; such report, however, is not to be a condition precedent to the reinstatement, but it is hereby expressly declared that the death of a member while so suspended, and during the said three months, shall debar him from being restored into good standing or from being reinstated, by payment of any assessments, either of the one or more for the non-payment of which he became suspended, or those that shall have been made against him during the said period of three months, and payment or tender by his personal representative or representatives during said period shall in no case be held to restore the said member into good standing in the Order.

Reinstatement after  
three months

35. Any suspended member who fails to be reinstated within three months from the date of his suspension may be reinstated upon compliance with the following terms and conditions: He must be examined and recommended for reinstatement by the Medical Examiner of his Lodge, as in the original instance. His medical examination and application for reinstatement must be approved by the Grand Medical Examiner. He must deposit with the Financier of the Lodge all assessments made during the time that he has been suspended, including the assessment for the non-payment of which he was suspended, and the pending assessments and the dues due to date. He must obtain the consent of

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the Lodge to his reinstatement by a majority vote. The Recorder must at once forward the approved medical examination to the Grand Recorder.

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

37. Any suspended member whose Beneficiary Certificate has been annulled, desiring to be reinstated, if under fifty years of age, shall make application in the same manner and form as that prescribed for admission to membership, and shall comply with and be subject to all the conditions necessary thereto, except that in lieu of initiation fees he shall pay the sum of eight dollars for the Beneficiary Fund, one dollar of which shall be his advance assessment, and in addition two dollars to the General Fund of Subordinate Lodge. A new Beneficiary Certificate shall not be issued in such cases, but the reinstatement shall revive the Beneficiary Certificate originally issued to such member. Such reinstatement must be made only by the Lodge of which the applicant was a member at the date of his suspension, unless such Lodge is defunct, or the applicant is a suspended member of another Beneficiary Jurisdiction, and has been so suspended more than six months and has resided one year within the jurisdiction of this Grand Lodge. In all such reinstatements the applicant shall be required to take the obligations, but need not have the degree lectures. The seven dollars beneficiary money shall be forwarded to the Grand Recorder with the next assessment. Reinstatement after annulment

38. Whenever any suspended member shall be reinstated, in accordance with the laws governing such reinstatement, the medical examination shall be forwarded immediately to the Grand Recorder, and the reinstatement shall be recorded, under its proper head, in the next monthly report of the Lodge. Reinstatement to be reported

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

40. When a member shall be suspended or expelled from the Order for any cause whatever, he forfeits all rights, When rights are forfeited

benefits and privileges, and his beneficiaries thereby lose all right to any portion of the Beneficiary Fund.

Transfer of  
membership

41. Any member transferring his membership from one Lodge to another by clearance card shall pay the assessments pending at the time of the transfer to the Lodge from which he received his clearance card, and it shall be one of the duties of the Investigating Committee to ascertain that the pending assessments are paid to the Lodge issuing the card, previous to making report to the Lodge upon the application referred to them, and the said assessments shall be forwarded to the Grand Recorder, by the Lodge collecting the same, in the usual manner.

Entry on  
minutes

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

Monthly  
reports

43. It shall be the duty of each Subordinate Lodge to make a monthly report to Grand Lodge, which report shall be closed on the twenty-eighth day of each month, and sent to the Grand Recorder on or before the first day of the succeeding month.

Contents of  
monthly  
reports

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

Forwarding  
reports

45. The monthly report shall be made up by the Financier and Recorder upon the regular form provided for that purpose, and shall be mailed by the Recorder to the Grand Recorder on or before the first day of each calendar month, and should said report fail to reach the Grand Recorder on the seventh day of said month, it shall be the duty of the Grand Recorder to call upon the Recorder of each delinquent Lodge, by telegram or otherwise, to forward said report forthwith. Should the report of any Lodge fail to reach the Grand Recorder by the twelfth day of the month, it shall be

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the duty of the Grand Recorder to notify the Grand Master Workman of the fact immediately, and it shall be the duty of the Grand Master Workman to take immediate steps to obtain such report. In months in which no assessment is called, a report shall be made as if there was an assessment, except the blank for current assessment shall not be filled.

46. Any Subordinate Lodge failing to make a monthly report, when required to do so by the Grand Master Workman, shall have its charter suspended by him. He may reinstate the charter under provisions of section 41 of Grand Lodge Constitution. Failure to forward reports

47. Any expense incurred by Grand Lodge and its officers, through the failure of any Subordinate Lodge or its officers to fulfil the duties required of them, shall be charged against such Subordinate Lodge, and shall be paid with the per capita tax falling due next after such expenses are incurred.

48. Whenever any Subordinate Lodge shall have its charter suspended it shall be the duty of the Grand Master Workman to cause each member of the Lodge to be notified of the fact by letter, mailed to his last known post office address. Members to be notified

49. The duty of the financier or other officers of a Subordinate Lodge connected with reinstating members or the deposit or the transmission to the Lodge of the moneys required, creates no responsibility upon the Grand or Subordinate Lodge until all the laws relating to the reinstatement have been complied with. Agencies of officers

## II.

Subordinate Lodges in this jurisdiction cannot be incorporated. They cannot acquire real estate without the consent of Grand Lodge or the Grand Master Workman. Subordinate Lodges not to be incorporated

## III.

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

## IV.

Members must promptly report changes in their post office address to the Financier. Any injury to his membership rights resulting from a failure to comply with this law shall be the result of the member's own negligence and at his own risk. Members must report change of address

## V.

Notices—  
how served

All notices required to be served on Lodges, officers of Lodges, or on members, shall be in writing or on printed forms, the blanks to be filled in writing or in printed circulars, and either served in person, by deputy, or mailed to the last known post office address. But such notices are sent for the information of members, and shall not render Grand Lodge liable for the issuing of any notice to members of assessments.

## VI.

Committees

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

2. Committees shall promptly discharge the duties assigned them. They shall have power to call for such books and papers as they may deem necessary to a correct understanding of the matter or subject under consideration. Every member of the Order notified to appear, or to produce books and papers or other articles in his possession or under his control, shall attend at the time and place specified, and continue his attendance until dismissed, or subject himself to the penalties prescribed in section 71 of the Subordinate Lodge Constitution.

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

## VII.

Right of  
visiting

Any member in good standing shall have the right to visit any Subordinate Lodge by proving himself in the semi-annual password and the unwritten work of the Order.

## VIII.

D.G.M.W.  
to give bond

The Grand Master Workman shall require bonds of his Deputy in the form prescribed by Grand Lodge, and in such penal sum as he may deem sufficient, and with such sureties as he approves. He may waive this law whenever he may wish to do so, as to a special instituting officer, appointed to institute a new Lodge, or reconstitute a defunct Lodge.

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## IX.

The Grand Master Workman and the Grand Recorder, in conjunction with the Committee on Audit and Finance, shall prepare all the forms required under these constitutions and general laws. The forms for statistical uses shall in every practical respect conform to those of Supreme Lodge used for similar purposes. Statistical and other forms

## X.

Alterations and amendments to this Constitution may be made at any annual meeting of Grand Lodge by a vote of two-thirds of the entire number to which the members present at such meeting are entitled. Provided that all such alterations and amendments are forwarded to the Grand Recorder on or before the 31st day of December, in order that a copy thereof may be sent to each Subordinate Lodge and to all members of the Executive Committee and officers of Grand Lodge before the 15th day of January following. Grand Lodge may adopt such standing regulations and general laws as may from time to time be deemed necessary for the welfare of the Order, not inconsistent with the provisions of the Constitution, and alter, amend or abrogate such laws so adopted. Amendments

## XI.

The Grand Lodge may adopt standing regulations, containing all the matters which may be deemed best to omit from the Constitution and general laws and not inconsistent therewith, and for the purpose of carrying any of the provisions of the same into effect. It can alter, amend or abrogate the same by a majority vote of the members present and enrolled at such meeting. Standing regulations



## STANDING REGULATIONS.

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Penalty of  
bond

1. The penalty of the bond of the Grand Recorder shall be \$15,000.

2. The compensation of the Grand Medical Examiner shall be the sum of twenty-five cents for each application examined, and the sum of fifty cents for each death report furnished, payable quarterly.

3. On the death of a member of the Order all papers relating to the case, including the death report and the original application for admission, shall be forwarded to the Grand Medical Examiner by the Grand Recorder, if the Grand Master Workman shall deem it necessary, and in such case no death claim shall be paid until the case has been fully investigated—if investigation be necessary—and the chief medical officer has reported thereon.

4. The Grand Medical Examiner is authorized by the Grand Lodge to prepare and issue to Local Medical Examiners from time to time, according to requirement, pamphlets or circulars, subject to the approval of the Grand Master Workman, containing carefully revised rules and instructions to govern and assist them in making examinations.

Incidental  
expenses

5. The incidental expenses of the office of the Grand Recorder, including salaries for help (which he shall select himself), shall be determined from time to time by the Grand Master Workman, in conjunction with the Committee on Audit and Finance. Committees and members of committees when serving in session or on duties requiring their absence from home, shall be paid three cents per mile for each mile travelled by the shortest route, going and returning, and three dollars per day for each day engaged at the place of meeting, provided their certificates show they were in actual session each day charged for. Such bills must be audited and approved by the Committee on Audit and Finance, and in the case of all committees, except the Standing Committees, approved by the Grand Master Workman.

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6. All Grand Lodge officers, representatives to Grand Lodge, except those from the Provinces and Territories other than Ontario, shall receive three dollars per diem for each day's actual attendance upon all annual and special meetings, and three cents per mile for each mile travelled in going to and returning from the same, the distance to be determined by the Committee on Audit and Finance, upon the basis of the shortest mail route. To a representative or representatives, a member or members of a Committee, or an officer or officers from the provinces or territories, other than Ontario, attending Grand Lodge at its annual or any special session or sessions thereof, or any meeting of a committee in accordance with the existing Constitution thereof, Grand Lodge shall only be liable to pay or contribute for the mileage and per diem allowance in respect to such attendance a sum not exceeding the per capita tax which shall actually be paid to Grand Lodge during the previous year by Subordinate Lodges respectively which unite in sending such representative or representatives, but in no case shall any such representative or representatives receive from Grand Lodge an amount in excess of his or their actual mileage and per diem allowance respectively, as prescribed under the laws of Grand Lodge.

No representative shall receive either mileage or per diem unless dues to Grand Lodge of the Lodge which he represents shall previously have been paid or remitted.

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

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

8. The Grand Recorder shall have copies of the minutes of each stated and intervening special meeting of Grand Lodge, except the Secret Journal, and such other matters as are ordered excluded, correctly printed in pamphlet form, and promptly forward two copies to each Subordinate Lodge, one to each Grand Officer and member of a Standing Committee of the Grand Lodge, and one to each Grand Master Workman and each Grand Recorder of sister jurisdictions; also one to the Supreme Master Workman and to the

Distribution  
of printed  
proceedings

Supreme Recorder. He shall keep and conveniently place twelve copies of each in his office for permanent use and file therein. He shall also care for the proceedings of Supreme Lodge and Grand Lodges of sister jurisdictions. Subordinate Lodges shall see that the copies of the proceedings of Grand and Supreme Lodges shall be carefully filed and kept for reference and use.

Duplicate  
charters

9. Whenever by fire or other casualty the charter of a Subordinate Lodge becomes destroyed, the Grand Master Workman and the Grand Recorder shall issue a duplicate on payment of the sum of one dollar. Such duplicate shall have indorsed upon it the date of issue of the original charter and the date and cause of its destruction. Should a duplicate charter be similarly destroyed another duplicate shall be issued at the same cost, and such duplicate must be similarly indorsed with the date of the issue of the previous duplicate also given.

Fee for  
dispensation

10. The fee for a dispensation for any purpose shall be fifty cents, to be in all cases sent to the Grand Recorder with the application.

Fees for  
charter and  
supplies

11. The fee for a charter and supplies for a new Lodge shall be one hundred dollars. Supplies for a new Lodge shall include:—

1 Charter.	5 Rituals.
25 Ode Cards.	1 Anchor and Shield.
2 Gavel.	1 Order Book.
1 Receipt Book (to Financier).	1 Receiver's Cash Book.
1 Record Book (for Recorder).	1 Financier's Cash Book.
1 Financier's Ledger.	1 Ballot Box.
5 Ceremonials.	25 Constitutions.
5 Death Reports.	5 Clearance Cards.
10 Blank Bonds.	50 Medical Certificates.
50 Application Cards.	1 Tablet.
	1 Roll Book (officers' and members).
	1 Receipt Book (to members) for dues.
	1 Financier's Assessment Register.
	1 Register, Beneficiary Certificates.
	5 Applications for Final Cards.

Lodges will not be permitted to print or prepare any of the above supplies.

# APPENDIX.

## FORM OF CHARGES.

*To the Master Workman, Officers and Members of Forms for  
Lodge, No —, of the Ancient Order of United trials  
Workmen, Jurisdiction of the Province of Ontario.*

SIRS AND BROTHERS : I hereby charge Bro. —, a brother of your Lodge, with conduct unbecoming a Workman, in that he has been guilty [*Here state in general terms the particular offence committed*], all of which is contrary to the laws, and calculated to bring disrepute upon the order.

### SPECIFICATION 1ST.

Bro. — did, on — [give time], at — [state place] — [Here specify particularly the offence charged]

### SPECIFICATION 2ND.

[*In same manner set forth fully the offences charged in as many specifications as are necessary.*]

I would therefore ask that he be brought to trial in conformity with the laws of the Order.

The Recorder shall make a copy of the charges and specifications, and attach thereto the following certificate, which copy shall be sent by him to the accused brother : Recorder to make copies

To — :

DEAR SIR AND BRO. : You are hereby notified that at the stated meeting of — Lodge, No. —, of the Ancient Order of United Workmen, jurisdiction of the Province of Ontario, held on — evening, — 18 —, the foregoing charges and specifications were presented and read ; and at the next stated meeting of the Lodge, to be held on — evening, —, 18 —, a committee will be appointed to try the same. You are hereby summoned to appear at that time.

[L. s.]

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

To Brother ——— :

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

[L. S.]

Recorder.

Make copies  
of notice

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

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

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

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

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

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

The following witnesses were examined for the prosecution:

John Jones. (Exhibit D.)

John Smith. (Exhibit E.)

The following witnesses were examined for the defence :

John Brown. (Exhibit F.)

John Green. (Exhibit G.)

Testimony  
must be  
taken in  
writing

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

The committee shall make the report in form as follows :

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

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

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

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

Submitted in C., H. and P.,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee.

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

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