

A S H L A R L O D G E, A.F. & A.M.

No. 610, G.R.C.

BYRON, ONTARIO:

BY-LAWS AND REGULATIONS

PREAMBLE

For the purpose of securing order and regularity, and with the view of promoting harmony and decorum, the Brethren of Ashlar Lodge on the registry of the Grand Lodge of Ancient Free and Accepted Masons of Canada, in the Province of Ontario, agree to the following By-laws.

DUTY TO GRAND LODGE

Article 1.

This Lodge acknowledges the supremacy of the Grand Lodge of Ancient Free and Accepted Masons of Canada, in the Province of Ontario, and will at all times pay respect and obedience to its Laws, Rules, Orders, and Regulations.

MEETINGS

Article 2.

1. The regular meetings of this Lodge shall be held on the fourth Monday of each month at 7.30.P.M., at the village of Byron, each member being duly notified.
2. Emergent meetings of this Lodge may be called at the discretion of the Worshipful Master as provided by the Book of Constitution.
3. The Lodge will attend Divine Service annually, the third Sunday in October.

OFFICERS

Article 3.

The Officers of this Lodge shall be:- The Master, Immediate Past Master, Senior Warden, Junior Warden, Chaplain, Treasurer, Secretary, Assistant Secretary, Senior Deacon, Junior Deacon, Director of Ceremonies, Inner Guard, Senior Steward, Junior Steward, Organist, and Tyler.

ELECTION AND INSTALLATION OF OFFICERS

Article 4.

1. Annually, at the regular meeting on the fourth Monday in June the Master and the Officers of this Lodge shall be elected by ballot, except the Tyler, Two Auditors and an examining Board composed of three installed Masters, who shall be elected by open vote.
  2. Annually, the elected and appointed Officers shall be installed and invested at the regular meeting in July. *December*
  3. At the election of an Officer or Officers aforesaid, the Worshipful Master shall appoint three scrutineers to take the ballots who will declare the result thereof to the Worshipful Master.
  4. It shall be necessary to an election that the member elected shall receive a majority of the valid ballots cast or a majority of the votes in the case of an open vote.
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GENERAL PURPOSE COMMITTEE

Article 5.

Annually at the regular meeting on the fourth Monday in <sup>December</sup> ~~July~~, the Master shall appoint a Committee of General Purposes consisting of five members of the Lodge. *The master & wardens being ex-officio members*

DUTIES OF OFFICERS

Article 6.

Every Officer shall attend punctually at the hour named in the Summons under penalty of censure by the Master.

THE MASTER

1. The duties of the Master are not fixed by By-Laws, but are such as he agreed to on his installation.
2. At the termination of each Master's term of office as Master, the Lodge shall present him with a Past Master's Jewel, <sup>not</sup> not to exceed Fifty Dollars, also Apron and Certificate if required.

THE SENIOR WARDEN

3. Beyond the regular duties appertaining to his office, the Senior Warden shall keep an inventory of the jewels, paraphenalia, and furniture of the Lodge, cause them to be promptly insured against loss by fire, and <sup>es</sup> specially see to their keeping.

THE JUNIOR WARDEN

4. Beyond the regular duties appertaining to his office, the Junior Warden shall attend to the necessary arrangements for refreshments on all occasions, and he shall be ex-officio chief of the Stewards.

THE CHAPLAIN

5. The duties of this Officer speak for themselves. It is desirable to have his punctual attendance.

THE TREASURER

6. The Treasurer shall receive from the Secretary all monies <sup>ey</sup> of the Lodge, and shall pay all orders duly signed by the Master and Secretary. He shall keep books in which his receipts and disbursements shall be regularly entered, so as to be able to exhibit the balance in his hands at any time. He shall keep separate and distinct from the private funds of the Lodge all monies <sup>ey</sup> received on account of the Grand Lodge, and hand the same to the Master for transmission to the Grand Secretary. His accounts shall be made up annually and submitted to the Lodge. He shall annually, (at least one week previous to the regular meeting in December) submit his accounts and vouchers to the Audit Committee for examination and transfer to his successor immediately after his installation, all cash and other property of the Lodge in his possession.



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THE SECRETARY

ey 7. The Secretary shall be exempt from the payment of Lodge dues. He shall keep a faithful record of the proceedings of the Lodge, and preserve in order all papers and documents relating thereto. He shall keep a correct register of the members and their respective accounts with the Lodge, and an account showing the fees and dues received for and payable to the Grand Lodge. He shall sign all authorised certificates and affix the Lodge Seal thereto, issue all returns required by Grand Lodge, notify the members of every Committee of their appointment and the nature of their duties, receive all monies paid by members or others to the Lodge, and pay the same to the Treasurer before the next regular meeting, and discharge all other duties appertaining to the office of Secretary. His accounts shall be made up annually and submitted to the Lodge and to the Auditors in the same manner as those of the Treasurer. He shall receive for his services Sixty Dollars per annum.

THE DEACONS

8. The Deacons shall attend at the opening of the Lodge, and take such part in the ceremonies as the Master and Wardens may direct.

THE DIRECTOR OF CEREMONIES

9. The Director of Ceremonies shall see that the Lodge Room is properly prepared, that the Brethren appear in the clothing prescribed in the Book of Constitution, and to the best of his ability see that every Brother, when in Lodge or at refreshment, is stationed according to his rank.

THE INNER GUARD

10. The Inner Guard shall attend all meetings punctually at the hour named in the Summons, to guard the interior of the Lodge and give directions to the Tyler.

THE STEWARDS

11. The Stewards, under the direction of the Senior Warden, shall see to the safe and careful keeping of the Jewels, Paraphernalia, and Furniture of the Lodge, and under the Junior Warden shall have the arrangement and ordering of refreshments.

THE ORGANIST

12. The Organist shall attend punctually all meetings and perform the duties appertaining to his office.

THE TYLER

13. The Tyler shall attend the Lodge and diligently watch the exterior and see that all candidates for admission are properly prepared, that all members register their names and are properly clothed, that the furniture and ornaments are kept in good order, and perform such other duties as the Lodge or its Officers may direct, for which he shall be paid the sum of Seventy-five Dollars per annum, and shall be exempt from dues.



BY-LAWS AND REGULATIONS, Contd.

BOARD OF TRUSTEES

Article 7.

1. A Board of Trustees, consisting of the Worshipful Master, the Treasurer, and two or more other members of the Lodge, shall be elected by the Lodge, and shall be responsible for all Lodge property, and any funds of the Lodge which may be at any time placed in the hands of the Board for certain purposes.

*Immediately  
to meet Monday in regular*

COMMITTEES

The Audit Committee

Article 7.

The Audit Committee shall audit all accounts, examine the books and vouchers of the Treasurer and Secretary, and shall report such audit to the Lodge on the day appointed for the installation of Officers and prior to such installation.

General Purposes Committee

The General Purposes Committee shall make immediate enquiry in every case of necessity reported to them and acquaint the Master in all cases where they have ascertained it is possible to render assistance.

MEMBERSHIP

Article 8.

1.a. Every candidate for initiation or membership, shall sign a petition in accordance with the prescribed form, which shall be handed to the Secretary and read by him at the next regular meeting.

.b. Two members of the Lodge in good standing as Master Masons, must sign applications for initiation or affiliation, recommending same.

.c. Upon the acceptance of the application by the Lodge, the Worshipful Master shall appoint a Committee of three members of the Lodge to report upon the fitness of the applicant at the next regular meeting. If the majority report of the Committee be favorable the ballot shall be passed at the same meeting at which the report be given, but if the majority report of the Committee be unfavorable the Worshipful Master shall declare the applicant rejected.

.d. Every Initiate must sign the By-Laws on the night of his initiation.

.e. An applicant for affiliation shall be considered a member upon being accepted by ballot. Every member for affiliation must produce a certificate of good standing or dimit from last Lodge of which he was a member, previous to ballot being taken.

.f. Every brother, after being accepted as a joining member, will be required to sign the By-Laws within six months after he has been accepted.

HONORARY MEMBERS

2.a. The Lodge may confer Honorary Membership, which will be for life, on any brother who has rendered distinguished service to the Craft, or to this Lodge in particular, by a three-quarter vote of the members present, which confers the right on the brother so elected of voting at all times on all subjects. Notice of proposal of Honorary membership must be given at a previous meeting, and inserted in the Summons for the next meeting.

b. Honorary members are included in the annual return to Grand Lodge and similar dues as for ordinary members must be paid by the Lodge on his behalf or the fee may be commuted.



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BALLOTING

3. No person shall be initiated and no brother shall be admitted a member, if on the ballot two black balls appear against him, but to prevent mistakes the Master may direct the ballot to be forthwith taken a second time.

NON-ATTENDANCE AFTER BALLOT

4. Should any candidate who has been approved for initiation not present himself within six months after being accepted by the Lodge he must, before he can be initiated, be again proposed and another ballot must be taken.

5. No rejected candidate shall be balloted for again within twelve months from the time of his rejection.

WITHDRAWAL OF MEMBERS

6. Any Brother desirous of resigning membership may notify the Secretary in writing or signify the same personally at a regular meeting, when a certificate of his standing shall be furnished him (if required) by the Secretary.

RE-ADMISSION OF MEMBERS

7.a. Should any member resign he shall not be re-admitted without a ballot and joining fee.

b. Should any member who has been suspended for unmasonic conduct for an indefinite time desire to be re-admitted, he may petition the Lodge that he be restored, and if at the next regular meeting the Lodge by a two-thirds vote by ballot concur, such vote being taken in a Lodge of Master Masons, the suspension shall be removed.

c. Any member who has been suspended for non-payment of dues, shall be immediately restored without a fresh ballot on payment of all arrears owing from the time of his suspension, and such portion of the regular Lodge dues for the period he was so suspended, as the circumstances may warrant.

d. Any member who has been suspended for a definite term shall be restored to membership without ballot at the expiration of the term defined in the sentence.

FEES AND DUES

Article 9.

1. The fee for initiation shall be Fifty Dollars, (this includes Apron and Case), Ten Dollars must accompany each application, and will be refunded should the application not be accepted.

2. The fee for joining members shall be Five Dollars. This fee must accompany application, but will be refunded should the application not be accepted.



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3.a. In addition to the \$5.00 affiliation fee paid by an affiliating brother, should he affiliate in the first six months of the year, he shall pay the full amount of the yearly dues, namely \$5.00; should he affiliate during the last six months of the year, the dues for that year shall be \$2.50, such dues to be paid when the brother is accepted.

b. In addition to the \$50.00 initiation fee paid by the candidate, if he be initiated during the first six months of the year, he shall pay the yearly dues of \$5.00; if the candidate be initiated during the last six months of the year, the dues for that year to be \$2.50.

c. All yearly dues to be paid by April 1st. of each year.

5. Any member over twelve months in arrears of dues shall be notified by the Secretary, and if the arrears be not paid within three months of such notice, it shall be the duty of the Secretary to bring the matter before the Lodge, and if so instructed, to summon such defaulting brother to attend the next regular meeting to show cause why he should not be suspended for non-payment of dues until all arrears are paid, and if he does not appear, or upon appearing does not give a reason or excuse deemed sufficient by a majority vote, the Master shall forthwith declare such brother suspended, and the brother shall be notified by the Secretary of such suspension.

6. Any brother not initiated in this Lodge may be passed, or raised in it, after a regular ballot, for the sum of five dollars for each Degree in addition to the affiliation fee, providing he produces satisfactory proof of having been initiated and passed, as the case may be, in a regular Lodge. The proposer is responsible for the fee which must be paid before the degree is conferred.

COMMUTATION OF DUES

Article 10.

1.a. Any Charter member, in good standing in this Lodge for five continuous years, shall, on the payment of \$20.00 and all arrears of dues to the date of such payment, be forever exempt from the payment of any further dues or fees to this Lodge, and shall continue during life a member of this Lodge with full privileges.

b. Any member, excepting Charter, of not less than five consecutive years' standing in this Lodge, shall, on the payment of \$35.00 and all arrears -

c. Any member, excepting Charter, of not less than ten consecutive years' standing in this Lodge, shall, on the payment of \$30.00 and all arrears -

d. Any member, excepting Charter, of not less than fifteen consecutive years' standing in this Lodge, shall, on the payment of \$25.00 and all arrears -

e. Any member, excepting Charter, of not less than twenty consecutive years' standing in this Lodge, shall, on the payment of \$20.00 and all arrears -

f. Any member, excepting Charter, of not less than twenty-five consecutive years' standing in this Lodge, shall, on the payment of \$10.00 and all arrears be exempt from dues for life.



COMMUTATION OF DUES, Contd.

Article 10, Contd.

g. All members taking advantage of life membership shall be entitled to Grand Lodge Certificate of life membership, which shall be paid for by the Lodge. The Lodge shall not be liable to refund all or any part of such payment in commutation of dues under any circumstances whatever.

h. All members who have commuted their dues shall be enrolled as life members, and shall be subject to all By-laws, rules and regulations of this Lodge, except the payment of dues.

i. All Honorary members shall be exempt from dues for life.

EXPENDITURE OF FUNDS; PROPERTY; ETC:

Article 11.

1.a. The funds of the Lodge shall be expended on motion carried by a majority of the members present. No extraordinary expenditure or expenditures of any sum exceeding \$50.00 shall be made until notice of motion of such proposed expenditure shall have been given at the preceding regular meeting and printed in the summons calling the meeting at which the motion will be heard, provided however that this shall not apply to any regular or ordinary expenditure for supplies or Grand Lodge dues or per capita tax or Master's Jewel.

b. No withdrawal shall be made from the funds of the Lodge unless cheques are signed by the Treasurer, all vouchers authorising payment to be certified as correct by the Worshipful Master and the Secretary.

c. The Master shall be authorised to order expenditure, not exceeding \$50.00, on the recommendation of the General Purpose Committee in case or cases of sickness or emergency relief without special reference to the Lodge.

CLOTHING

Article 12.

Brethren shall at all times appear, when in the Lodge, in the proper Masonic Clothing as prescribed in the Book of Constitution.

BY-LAWS

Article 13.

These By-laws, when written in a book, shall be signed by the Master and Secretary, and have the Seal of the Lodge affixed and every brother shall sign them as a declaration of submission thereto, and one copy shall be delivered to each member free of expense.

ORDER OF PROCEEDINGS

Article 14.

To secure regularity in the proceedings of this Lodge, the following order shall be observed at each regular meeting, subject to change or suspension by the Master; except numbers 12, 13, 14, and 16, see Section 192 (a).

1. Opening the Lodge in due and ancient form.
2. Reading the Summons calling the meeting.
3. Reading the Minutes of the last regular and any subsequent emergent meetings.
4. Report of Committee of General Purposes.
5. Report from any other Committee.
6. Proposition for membership or initiation.
7. Reading the names of the Brethren whose dues or any portion thereof are unpaid for one year after the same are payable.
8. Petitions and



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- 9. Enquiry by the Master if any of the members of the Lodge are ill, or in distress.
- 10. Unfinished Business.
- 11. New business.
- 12. Balloting for joining members.
- 13. Balloting for candidates for initiation.
- 14. Conferring Degrees.
- 15. Fraternal greetings, addresses or lectures.
- 16. Closing the Lodge.

ARTICLE 15.

No alterations shall be made in these By-laws unless by a notice of motion given at a regular meeting, which shall be duly entered in the minutes and inserted in the summons for next regular meeting, when the proposed alteration shall come on for discussion, and on a resolution regularly moved and seconded being passed in favor thereof by two-thirds of the members present, it shall, if it receives the sanction of the Grand Master become law. Given under our hands and seal of the Lodge this \_\_\_\_\_ day of .....1922.

W. J. Groves  
Sec'y.

J. W. Merian  
W.M.

Approved

W. J. Groves  
Grand Master.

DISCUSSION.

All discussion is under the superintendence of the Master, but the following general rules of order should be observed.

RULES OF ORDER.

- 1. Every Brother desirous of speaking, shall stand up in his place and address himself to the Master.
- 2. When two or more brethren rise at the same time the Master may decide the one who in his opinion is entitled to the floor.
- 3. No Brother shall speak more than twice on the same question, unless by permission of the Master.
- 4. No one shall be so unmasonic as to interrupt any Brother when speaking, or disturb him by hissing, applauding, unnecessary coughing, loud whispering or other unseemly noise.



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RULES OR ORDER. (Cont'd.)

- 5. No personality, general remarks or other improper language shall be used by any Brother in debate.
- 6. Points of order decided by the Master are not debatable.
- 7. If the Master indicates a desire to speak while a Brother is on the floor, that Brother shall immediately sit down that the Master may be heard.
- 8. All brethren shall obey the first call of the Master's gavel.

VOUCHING.

No Brother shall vouch for any visitor unless he knows to a certainty that he is a Mason. He should know this not from a casual conversation nor a loose and careless inquiry, but from a strict examination or sure information. Therefore, vouching should be done in language something like the following: I know this man to be an (Entered Apprentice, Fellow Craft or Mason) because I have subjected him to a strict examination and know him to be what he claims, and you may safely recognize him as such; or I know him to be an Entered Apprentice, Fellow Craft or Mason because I have sat with him in a just and legally constituted Lodge.

APPLICATION FOR INITIATION.

To the Worshipful Master, Wardens and Brethren of Ashlar Lodge, No. 610, on the register of the Grand Lodge of A.F. & A.M. of Canada.

I, ..... of the ..... of ..... in the County of Middlesex and Province of Ontario, aged ..... years, occupation ..... being free by birth and of mature age, do declare that, unbiased by the improper solicitation of friends and uninfluenced by mercenary or other unworthy motives, I freely and voluntarily offer myself a candidate for the mysteries of Masonry; that I am prompted by a favorable opinion conceived by the Institution and a desire for knowledge; that I will cheerfully conform to all the ancient usages and established customs of the Order, that I have resided within the jurisdiction of the Lodge to which this petition is to be presented for one year immediately prior to the date hereof, and that I have not been rejected by this or any other Lodge within twelve months prior to the date hereof.

Witness my hand this ..... day of ..... A.L. 59.....

.....  
Signature in full.

Proposed by .....

.....  
Recommended by.....

