

Grand Lodge of Ontario, Independent Order of Odd Fellows.

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Code of Ontario Odd Fellows Laws

Chapter I

Charter of The Grand Lodge of Ontario.
An Act Incorporating The Grand Lodge of Ontario.
The Grand Lodge of Ontario Privacy Policy.
The Grand Lodge of Ontario Persons with Disabilities Policy

Adopted by the Grand Lodge of Ontario
and approved by the Sovereign Grand Lodge,
Independent Order of Odd Fellows
with amendments up to
2024

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THE GRAND LODGE OF ONTARIO I.O.O.F
CHAPTER I**

Special Note:

The Committee responsible for updating this Code of Ontario Odd Fellows Laws has attempted to take the utmost care when it came to terms that were “Gender Neutral”. In any case where the masculine is used the feminine and neuter are implied. When reading this Code it is important to substitute gender appropriate forms when the masculine or feminine have been used.

ARTICLE I

**CHARTER OF THE GRAND LODGE OF ONTARIO
INDEPENDENT ORDER OF ODD FELLOWS**

TO ALL WHOM IT MAY CONCERN: We, Wilmot G. DeSaussure, Most Worthy Grand Sire of the GRAND LODGE of the Independent Order of Odd Fellows, of the United States of North America, and the jurisdiction of the Order, there unto belonging:-

FRIENDSHIP, LOVE AND TRUTH

KNOW YE, That by virtue of the powers in us vested, we do hereby **AUTHORIZE and EMPOWER** our trusty and well beloved Lodges: *Brock Lodge No. 9, Ontario Lodge No. 12, Union Lodge No. 16, Industry Lodge No. 25, Victoria Lodge No. 27, Chatham Lodge No. 29, Eureka Lodge No. 30, Morpeth Lodge No. 31, Elgin Lodge No. 32, Erie Lodge No. 33 and Gore Lodge No. 34* their successors duly and legally elected, to constitute a GRAND LODGE in the Province of Canada West to be known by the title of the Grand Lodge of Canada West. **And we do further authorize and empower** our said trusty and well beloved Grand Lodge to hear and determine all and singular matters and things relating to the order within the jurisdiction of the said **GRAND LODGE**, according to the rules and regulations of the Grand Lodge of the United States. **PROVIDED ALWAYS**, That the said Grand Lodge pays due respect to the Grand Lodge of the United States, and the ordinances thereof; otherwise this Dispensation to be of no force or effect.

GIVEN UNDER OUR HAND AND SEAL, at the City of Baltimore, in the State of Maryland, this twenty seventh day of July Anno Domini, one thousand eight hundred and fifty five and of our Order the thirty seventh year.

Wilmot G. DeSaussure, Grand Sire (Seal)

Jas. L. Ridgley, G.S. and R.S.

Notes:

- (1) The name of the Grand Lodge of the United States, Independent order of Odd Fellows, was changed to the Sovereign Grand Lodge, Independent order of Odd Fellows in the year 1879.
- (2) The name of the Grand Lodge of Canada West was changed to the Grand Lodge of Ontario in 1867.
- (3) The Grand Lodge of Canada West was instituted on August 23rd, 1855 under special Dispensation from the Grand Sire.

ARTICLE II

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THE GRAND LODGE OF ONTARIO OF THE
INDEPENDENT ORDER OF ODD FELLOWS ACT, 1929
No. 23 1929 BILL

An Act respecting the Grand Lodge of Ontario
the Independent Order of Odd Fellows

Whereas a society known as the Right Worthy Grand Lodge of Ontario (formerly Canada West) of the Independent Order of Odd Fellows was established and in existence in the Province of Ontario from the year 1855 onward; and whereas William Fitzsimmons and six others, officers of the said society on the 7th day of January, 1875, made a declaration of incorporation in conformity with the fifth section of an Act passed in the thirty-seventh year of the reign of Her late Majesty Queen Victoria by the Legislature of the Province of Ontario entitled *An Act respecting Benevolent, Provident and Other Societies*, where the purpose and object of the said society is set forth to be as follows: "For the mutual relief and protection of its members by making provision, by means of dues, contributions, subscriptions and donations against sickness, misfortune and death, and for relieving the widows and orphan children of members deceased; to govern by sound laws and regulations the branches of the said society which are subordinate to it with a view of insuring co-operation and uniformity of action and of securing more effectually the permanence of the blessings to be derived from the right exercise of those ennobling and heaven-born principles of friendship, love and truth, on which the society is founded," as would appear by the order of His Honour George Duggan, Judge of the county court of the County of York; and whereas by an order of His Honour Joseph Easton McDougall, Judge of the county court of the County of York, made on the 26th day of October, 1887, the name of the said society was changed to the name and style of "The Grand Lodge of Ontario of the Independent Order of Odd Fellows," hereinafter called "The Grand Lodge"; and whereas the Grand Lodge has continued to function down to the present time; and whereas John E. Farewell, Esquire, of the town of Whitby, then Grand Master of the Grand Lodge, and ten other members of the Independent order of Odd Fellows on the 15th day of May, 1899, made a declaration in accordance with the provisions of chapter 211 of the Revised Statutes of Ontario, 1897, entitled *An Act respecting Benevolent, Provident and Other Societies* wherein "The Ontario Odd Fellows' Home Association," hereinafter called "The Association," became incorporated for the following purposes:

"To provide, establish and maintain a home for the care and maintenance of aged Odd Fellows and the widows of Odd Fellows and for the care, maintenance and education of orphans of Odd Fellows in the Province of Ontario subject to such by-law provisions and restrictions as may from time to time be enacted or adopted by the trustees of the said Association," which said declaration of incorporation was approved by an order of His Honour Joseph Easton McDougall, Judge of the county court of county of York, on the 22nd day of June, A. 1899; and whereas the home association has continued to function down to the present time, being supplied with the necessary financial support by the Grand Lodge through assessments levied from time to time on the subordinate lodges working under the said Grand Lodge and is now the registered owner of property in the city of Toronto bounded on the south by Davenport Road, on the west by Ossington Avenue and on the north by Tyrell Avenue, hereinafter called the home property; and whereas the association is at present governed by a board of trustees elected or appointed in the manner prescribed by Grand Lodge; and whereas by the by laws of the association, all property, real and personal, possessed by the association is the property of and held in trust for the Grand Lodge; and whereas the Grand Lodge has by its petition prayed that an Act be passed, –

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- (a) amalgamating the association with Grand Lodge, definitely vesting the assets of the association in Grand Lodge and authorizing Grand Lodge to carry on the work heretofore undertaken by the association, and to provide from time to time for the proper government, control and maintenance of such home or homes as are now or may hereafter be established by or under authority of Grand Lodge.
- (b) to more definitely set forth and define the powers and objects of Grand Lodge so as to enable Grand Lodge to realize more fully and effectively the purposes and objects for which it was incorporated and for which it has stood throughout the years.
- (c) to authorize the establishment by the said Grand Lodge of an endowment fund; and whereas the home association has by its petition signified its concurrence with the said petition of Grand Lodge; and whereas it is expedient to grant the prayer of the said petition: Therefore, His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:--

- 1. This Act may be cited as *The Grand Lodge of Ontario of the Independent Order of Odd Fellows Act, 1929.***
- 2. The Grand Lodge shall be a mutual benefit society hereinafter constituted with perpetual succession and a common seal, and shall be called "The Grand Lodge of Ontario of the Independent order of Odd Fellows," hereinafter called the Grand Lodge.**
- 3. The association shall be merged with the Grand Lodge and all property, real and personal, belonging to or held in trust by the association, including the home property, shall upon the coming into force of this Act be vested in the Grand Lodge to be held, used and administered by Grand Lodge, subject to the provisions of this Act, in accordance with such by-laws, rules and regulations as are now provided by Grand Lodge for the government of the Ontario Odd Fellows' home, or may hereafter be provided by Grand Lodge for the government of such home or homes as the Grand Lodge may in future desire to conduct. Any existing trust created or declared in any manner whatsoever, for or in favour of the association prior to the coming into force of this Act shall continue to exist and be performed as a trust for or in favour of the Grand Lodge and any bequests or legacies that shall hereafter be made to the association, shall belong to and enure to the benefit of Grand Lodge.**
- 4. All property vested by this Act in the Grand Lodge shall remain liable for the payment or satisfaction of any debt or obligation heretofore contracted or incurred in respect thereto to the same extent as it would have been liable therefor had this Act not been passed.**
- 5. The constitution and by-laws of the Grand Lodge as they exist at the time of passing of this Act are hereby declared to be the constitution and by-laws of the said Grand Lodge, but they or any of them may be added to, amended or repealed and others substituted therefor as provided in the said constitution and by-laws and in accordance with the terms of this Act.**
- 6. The officers of Grand Lodge at the time of the passing of this Act shall be the officers of the said Grand Lodge and shall retain their respective offices until others shall be elected or appointed in their places under the provisions of the constitution and by-laws.**

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6. The objects of the said Grand Lodge shall be as follows:

- (a) The exercise of jurisdiction in Odd Fellowship within the Province of Ontario to the end that it may be the superior tribunal of all subordinate and Rebekah lodges in the said province and of the Rebekah Assembly of the Province of Ontario, and having within its jurisdiction the sole right and power of granting, suspending or annulling charters for proper cause, of enacting a form of constitution and rules of order for the government of its subordinate lodges, of receiving, hearing and determining appeals from the decisions of said subordinate lodges and the officers thereof, of framing by-laws and rules for its own government, of regulating the means of its own support, of performing all such other acts and things as shall have for their object the promotion of the true and best interest of the order or shall appertain to it by ancient usage or custom and are not in violation of the laws of the land or the regulations of the Order.
- (b) The undertaking of any class of insurance for which a mutual benefit society may be licensed under the Provisions of *The Insurance Act*.
- (c) Through voluntary subscriptions, donations and the proceeds from entertainments and bazaars and otherwise, as may be deemed expedient, and not interfering with funds for the relief of distress within the order, to create and augment funds for the relief of distress wherever found and in aid of worthy charities and for other purposes calculated to emphasize the broad spirit and general principles of Odd Fellowship.
- (d) To provide, establish and maintain a home or homes for the care, training and education of orphans or other children of members of the Order and also for the purpose of caring for aged and indigent members of the Order in Ontario, their wives, and the destitute widows of deceased members of the Order.
- (e) To act as guardian of all minor children of which it has the care or charge as provided in the next preceding paragraph and be a party to any agreement of adoption or apprentice of any minor of which it has care or may hereafter have the care or charge and to receive all wages or benefits thereby or otherwise provided for.

8. The buildings, lands, equipment and undertakings of the said Grand Lodge so long as and to the extent to which they are occupied by, used and carried on for the purpose of a home or homes for the care, training and education of children or the caring for the aged and indigent as provided for under section 7, clause d of this Act are declared to be exempt from taxation except for local improvements.

9. The Grand Lodge shall have power to establish an endowment fund or funds for the purpose of promoting and extending its aims and objects and in furtherance of such purpose to obtain, set aside and hold subscriptions, donations, gifts and bequests under such regulations and conditions in respect thereto as may from time to time be decided upon by Grand Lodge.

10. Notwithstanding anything in this Act contained, the provisions of ***The Insurance Act, The Companies Act*** and any amendments thereto applicable to mutual benefit societies, shall apply to the Grand Lodge.

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11. This Act shall come into force on the day upon which it receives the Royal Assent.

**ARTICLE III
THE GRAND LODGE OF ONTARIO PRIVACY POLICY
PRIVACY STATEMENT**

Your Privacy

Your privacy is important to your Grand Lodge. We will respect your privacy through the protection of your Personal information.

The following outlines our privacy policy:

Purpose And Consent

Before collecting Personal Information from you, we will explain to you the purpose of collecting it and we will only collect, use and disclose your Personal Information with your consent, for the Grand Lodge internal use, except where otherwise permitted or required by law or the Code of General Laws of the Sovereign Grand Lodge provided it does not conflict with the law of the land.

Limiting Collection

Our collection of Personal Information is limited to what is reasonable under the circumstances and your information will be used only for the purpose for which it is collected.

Security

Your Personal Information is kept confidential and secure and is not disclosed to anyone outside our Order without your consent, unless required by law.

Access

You have the right to access to your own Personal Information and to correct any inaccuracies.

What Is Personal Information?

Personal Information is information about an identifiable individual or Lodge. Data we collect with personal identifiers removed (so that it is impossible to determine the identity of the person or Lodge to whom the information relates), is not considered Personal Information.

Our Privacy Principles

The Grand Lodge of Ontario I. O. O. F. is committed to maintaining the confidentiality accuracy and security of your Personal Information. As part of this commitment, we have adopted Principles established by the Canadian Standards Association's Model Code for the Protection of Personal Information.

1. Accountability: All Grand Lodge Officers, Employees and Contractors are responsible for maintaining and protecting all Personal Information under their control. The Grand Lodge has designated the Grand Secretary to oversee our compliance with the Act and our Privacy Principles.

2. Identifying Purposes: We will identify the purposes for which Personal Information is collected, either before or at the time of collection.

3. Consent: we will only collect, use and disclose your Personal Information with your consent, except where otherwise permitted or required by law.

4. Limiting Collection: We will limit the collection of your Personal Information to only those details which are necessary for the purposes identified.

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5. Limiting Use, Disclosure and Retention: Your Personal Information will only be used or disclosed for the purpose for which it was collected, unless you have otherwise consented, or when it is required or permitted by law. We will only retain your Personal Information for the period of time required to fulfil the purposes for which it was collected.

6. Accuracy: We will keep Personal Information we collect as accurate, complete and up-to-date as necessary to fulfil the purposes for which it was collected.

7. Safeguards: We will protect the Personal Information we collect with security safeguards appropriate to the sensitivity of the information.

8. Openness: Information about our policies and practices relating to the management of Personal Information will be made readily available to you.

9. Access: You may request access to your Personal Information at any time to review its content and accuracy and have it amended as appropriate. If your information is not accurate or complete, please contact us to have it changed.

10. Challenging Compliance: You may contact us with any questions, or complaints or suggestions with respect to our Privacy Principles.

Personal Information We Collect

With your consent, The Grand Lodge of Ontario, I. O. O. F., and Your Lodge, may collect Personal Information from you in person, over the telephone, by mail or through the Internet. For example, the types of information we collect may include your:

- Name
- Mailing Address
- E-mail Address
- Telephone Number
- Date of Birth
- Social Insurance Number (optional)
- Date you Joined the Order

It is always your choice whether or not you provide us with your Personal Information. However, a decision to withhold certain Personal Information may restrict or prevent us from providing certain member services to you.

How We Use Your Information

Our relationship with you is important to us

The Grand Lodge of Ontario collects and shares Personal Information about you to: Identify you

- Establish and maintain a relationship with you and to provide you with ongoing member services
- Promote our Order with you
- Process your entitlement to Service Awards etc.
- Protect you and us against error and fraud.
- Comply with legal requirements

Your Personal Information may also be used to create statistics about our Order. These statistics would not contain any information that could identify you personally.

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We may share your Personal Information with other Branches within our Order, but only in limited circumstances.

We will not sell your Personal Information to any organization, for any purpose.

Giving Consent

The key to protecting your privacy is consent. We will only collect, use and disclose your Personal Information with your consent, except where otherwise permitted or required bylaw.

Consent can be express or it may be implied in appropriate circumstances.

You may choose not to provide us with any of your Personal Information. However, if you make this choice, we may not be able to provide you with the member services that you requested or that could be offered to you.

Withdrawing Consent

You may withdraw your consent to our collection, use and disclosure of your Personal Information at any time, subject to legal or membership restrictions and reasonable notice. If you withdraw your consent, the implications of such withdrawal may be that we are not able to provide or continue to provide you with such membership services you requested. In addition, our ability to communicate with you will be diminished. To withdraw your consent, simply contact us and advise us of what Personal Information you no longer wish us to collect, use or disclose. It may take a few weeks for your request to take effect.

Access to And Changing Your Personal Information

Accessing Your Personal Information

You may access and verify the accuracy of your Personal Information. At the time of your request, we will need specific information from you to verify your identity, before we can provide you with the Personal Information we hold.

There may be instances when we will not be able to provide you with the Personal Information that you request. Examples are if the Personal Information:

- contains references to other persons
- has already been destroyed due to legal requirements or because we no longer needed it for our purposes; or
- cannot disclose for legal reasons.

Changing Your Personal Information

We are committed to maintaining the accuracy of your Personal Information for as long as it is being used for the purposes we have identified. To help us keep your Personal Information up-to-date, we encourage you to notify us of inaccuracies or corrections. Notification of changes such as your address or telephone number will help us to provide you with the best possible member services. If you identify any incorrect or outdated information requiring amendment, please advise us. We may ask you to put your request for a correction in writing. We will make the proper changes and provide you with a copy of the corrected information, on your request.

Contact Us

To request access to your Personal Information, to ask questions about our privacy policy or to request that your Personal Information not be used for the purposes outlined above, you may contact us at the address listed in the front of the Code of Ontario Odd Fellows Lodge.

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Article IV

**Grand Lodge of Ontario,
Independent Order of Odd Fellows.**

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT.

(AODA) POLICY.

Approval Date:

May 8, 2013.

PREAMBLE

As of January 1, 2012, standards need to be developed to eliminate barriers to accessibility in the area of Customer Service. Building Environment standards are to be in effect by 2025 but the legislation detailing these requirements has not yet been passed by the Ontario Government. There are large penalties for non-compliance. There is an additional level of reporting required for organizations with more than twenty employees.

REQUIREMENTS

The customer service standard requires the establishment of policies, practices and procedures governing the provision of goods and services to persons with disabilities. Organizations must make "reasonable efforts" to ensure that their policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity. "Reasonable efforts" takes into account that factors like the nature of the organization, the services it provides, and the resources it has at its disposal affect the options it has available for providing accessibility.

All policies, practices and procedures must be available to the public upon request.

TRAINING

Training must be given to all individuals who deal with members of the public or third parties on behalf of the organization, included non employees such as volunteers and independent contractors. Employers with twenty or more employees must keep a record of the number of people trained and the date of the training. All participants will sign a document acknowledging that they have completed the training.

SERVICE ANIMAL

If members of the public or third parties have access to our Lodges or Office, people with disabilities must be permitted to access these premises with a service animal. If the service animal is excluded by law (in a food preparation area), alternative measures must be available to enable the person with a disability to access our goods and services.

SUPPORT PERSON

Persons with disabilities should be able to enter parts of our premises that are open to the public or third parties with their support person. If we charge an entrance fee, any fee that is charged for the support person to access the premises must be communicated in advance. We may require the presence of a support person if this is the only means available to allow the person with a disability to safely be on our premises. Access by a support person, to activities that are not open to the public will need to be assessed on a case by case basis.

ASSISTIVE DEVICES

We are to be familiar with the various assistive devices used by persons with disabilities such as white

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cane, hearing aid, FM System, and personal oxygen tank.

BUILDING ACCESS

The main groups of persons with disabilities we will be receiving at our premises are visually impaired, hard of hearing or deaf, mobility impaired (wheelchair or walker), and mentally challenged.

The following four steps are required for each of the main groups:

- Staff or Volunteer to meet the person at the designated entrance.
- Guide the person to the appropriate location/office.
- Provide an orientation to the person regarding their surroundings.
- Always treat each person with dignity and respect.

In addition, for the hard of hearing or deaf, staff and volunteers should always directly face the person while speaking to them and have paper and pen available for communication.

For the mentally challenged, we will require a support person to be in attendance and a second volunteer will be available for support. Since we do not regularly provide goods and services to the general public, lack of building access for a short period of time is not considered to be a major issue. However, Lodges will need to look to budgeting amounts necessary to provide the necessary service when the requirements are passed.

PROCESS FOR FEEDBACK

The process for receiving and responding to feedback is as follows:

Persons can provide feedback to the Grand Secretary or Grand Lodge Office Staff, by mail, telephone or email at jnichols@ioof.net.

The feedback will be reviewed as quickly as possible by the Grand Lodge Office Staff and the Executive of the Grand Lodge of Ontario and a response provided by email, telephone or letter.

The information provided will also be posted by the main entrance door, of the Lodge or of the Grand Lodge Office so it is available to the public.

Copies of this policy will be distributed to every Odd Fellows and Rebekah Lodge in Ontario and copies may be requested, by individuals, from the Office of the Grand Lodge of Ontario, Independent Order of Odd Fellows.

Explanation:

The Government provided by legislation that we have a policy statement to cover Access for Ontarians with Disabilities, to comply with the appropriate Government Legislation, by January 1, 2012. The Committee formed studied the implications and the foregoing policy was drafted and approved in principal by the Executive of the Grand Lodge of Ontario, as our AODA Policy for the Grand Lodge of Ontario, the Rebekah Assembly of Ontario and all Odd Fellows and Rebekah Lodges within the Jurisdiction of the Grand Lodge of Ontario, Independent Order of Odd Fellows. This policy, as printed, has received the approval of the Government of Ontario, the Sovereign Grand Lodge and the Grand Lodge of Ontario.

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ARTICLE V

(2017)Sovereign Grand Lodge Non-Discrimination Policy.

The Grand Lodge of Ontario, Independent Order of Odd Fellows (GL-ON I.O.O.F.) will not discriminate against any individual on the basis of disability, age [other than that of minimum to join the Order) (lodge, club or group)], ethnicity, gender, race, sexual orientation, religion or other social identity. The GL-ON I.O.O.F. will make reasonable modifications in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. The GL-ON I.O.O.F. will not exclude any individual based on disability, age, ethnicity, gender, race, sexual orientation, religion or other social identity from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health or safety of others, or him/herself, that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services. The GL-ON I.O.O.F. will not exclude any individual from the full and equal enjoyment of its services and facilities because of the individual's association with a person of disability, age, ethnicity, gender, race, sexual orientation, religion or other social identity.

Any individual may request a modification in policies, practices, or procedures or the provision of auxiliary aids or services by contacting I.O.O.F. NON-DISCRIMINATION POLICY REQUEST, 422 N Trade Street, Winston-Salem, NC 27101.

Code of Ontario Odd Fellow Laws

Chapter II

Constitution of The Grand Lodge of Ontario,
Independent Order of Odd Fellows.

Adopted by the Grand Lodge of Ontario
and approved by the Sovereign Grand Lodge,
Independent Order of Odd Fellows

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CONSTITUTION OF THE GRAND LODGE OF ONTARIO

CHAPTER II

Special Note:

The Committee responsible for updating this Code of Ontario Odd Fellows Laws has attempted to take the utmost care when it came to terms that were “Gender Neutral.” In any case where the masculine is used the feminine and neuter are implied. When reading this Code, it is important to substitute gender appropriate forms when the masculine or feminine have been used.

ARTICLE 1 - NAME

Section 1. The name and style of this Grand Body shall be “The Grand Lodge of Ontario, Independent Order of Odd Fellows,” and shall hereinafter be governed by the following laws.

ARTICLE II - AUTHORITY, OBJECTS and PURPOSES

Section 1. Authority

A. The authority of the Grand Lodge of Ontario is derived from The Sovereign Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.) to which it shall be accountable.

(i) Said Grand Lodge was instituted on the seventh day of July in the year one thousand, eight hundred and fifty-five (07/07/1855) in the City of Baltimore, Maryland, USA.

(ii) ⁽²⁰¹⁵⁾Said Grand Lodge is authorized and empowered - to direct, supervise and control all matters pertaining to all Odd Fellows Lodges, Rebekah Assembly, Rebekah Lodges, Grand Junior Lodge, Junior Lodges of the Independent Order of Odd Fellows, Theta Rho Assembly, Theta Rho Girls' Clubs, and United Youth Groups in the Jurisdiction of Ontario and no Lodge can exist without its sanction. It possesses the right of granting charters to a Rebekah Assembly, Rebekah Lodges, a Theta Rho Assembly, Theta Rho Clubs, Odd Fellows Lodges, a Grand Junior Lodge, Junior Lodges and United Youth Groups within the Jurisdiction;

- to suspend or take away the same for proper cause
- to receive, determine and hear appeals;
- to redress grievances and complaints arising in the several Lodges;
- to originate and regulate means for its support;
- to grant dispensations;
- to enact any law not contravening the customs and usages of the Order as from time to time declared by The Sovereign Grand Lodge, not altering the work of the Order or any of the several degrees belonging thereto, not in conflict with the constitutional authority of The Sovereign Grand Lodge or violating any enactments in pursuance thereof and not conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage and custom.

Section 2. Objects

- A. To promote the principles of Friendship, Love and Truth.
- B. Seek to improve and elevate the character of all people.

Section 3. Purpose

- A. ⁽²⁰¹⁸⁾To have general supervision over Odd Fellows Lodges, the Rebekah Assembly, the Grand Junior Lodge, Junior Lodges and United Youth Groups within the Jurisdiction including:

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- (1) Homes
- (2) Camps
- (3) Cemeteries
- (4) Building, Hall or Temple Associations (Odd Fellows & Rebekahs)
- (5) ⁽²⁰¹⁸⁾ District Associations

- B. To make recommendations to The Sovereign Grand Lodge for legislation and other matters that will improve the Order.

ARTICLE III - HEADQUARTERS

Section 1. The Headquarters of the Grand Lodge (Office of the Grand Secretary) shall be at such location as the Grand Lodge may direct, within the Province of Ontario.

ARTICLE IV - MEMBERS

Section 1. The Officers and members of the Grand Lodge shall all be Past Grands of Odd Fellows Lodges who have received the Grand Lodge Degree.

Section 2. The Elective Officers of this Grand Lodge, it's Past Grand Masters, Past Elective Officers and the Representatives to The Sovereign Grand Lodge shall enjoy the rights and privileges of the Constitution and Bylaws of the Grand Lodge of Ontario and its legislative functions shall be vested in the Elected and Appointed Officers, it's Past Grand Masters, it's Past Elective Officers, it's Grand Representatives and the certified and qualified Representatives of the Odd Fellows Lodges of the Jurisdiction.

ARTICLE V - REPRESENTATIVES

Section 1. Each Odd Fellows Lodge in the Jurisdiction shall be entitled to Representation as specified in the Bylaws.

ARTICLE VI - OFFICERS

Section 1. Elective Officers.

- A. The elective Officers of the Grand Lodge shall be Grand Master, Deputy Grand Master, Grand Warden, Grand Secretary, Grand Treasurer and the Grand Representatives.

- (1) The Bylaws shall state the term of Office.

- (i) Grand Representative terms shall be set by The Sovereign Grand Lodge.

- (2) The Grand Lodge may specify in its Bylaws for additional elective Officers who are not Ritual designated Officers. They shall not receive the Honours of the Order or Honours of the Degrees where Honours are extended.

- (3) The Elective Officers of the Grand Lodge and the immediate Past Grand Master shall compose the Executive Committee of the Grand Lodge. This Committee shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the Jurisdiction of the Grand Lodge during the interim of the Grand Lodge Sessions.

Section 2. Appointed Officers

- A. The appointed Officers of the Grand Lodge shall be Grand Marshal, Grand Conductor,

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Grand Chaplain, Grand Musician, Grand Messenger, Grand Guardian and Grand Herald.

(1) The Grand Lodge may provide in its Bylaws for additional appointed Officers and designate their duties.

ARTICLE VII

⁽²⁰¹⁹⁾ This Article is intentionally blank.

ARTICLE VIII - IMPEACHMENT

Section 1. Any Officer, Representative or Member may be impeached and removed from Office, suspended or expelled from membership in the Grand Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Grand Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A Member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the Representatives present is required for conviction and punishment.

ARTICLE IX - SESSIONS

Section 1. Regular Sessions of the Grand Lodge shall be held at predetermined places on a date specified in the Bylaws of the Grand Lodge. Special Sessions shall be held in accordance with the Bylaws of the Grand Lodge.

ARTICLE X - RULES AND PRACTICES

Section 1. The quorum for the opening of the Grand Lodge shall be specified in the Bylaws.

Section 2. The Grand Lodge shall determine in the Bylaws, its own Rules of Order; otherwise, Robert's Rules of Order shall prevail.

ARTICLE XI - REVENUES

Section 1. Revenues shall be from Charter fees, per capita dues, assessments adopted in Regular Session, profit from sale of supplies, investment income, devises and bequests and income from any lawful source.

Section 2. The Grand Lodge shall collect per capita dues to pay the expenses and fraternal obligations of the Grand Lodge.

ARTICLE XII - AMENDMENTS

Section 1. A proposition to amend this Constitution requires a two-thirds (2/3) affirmative vote of the Representatives present for passage. The amendment must be presented to the Grand Lodge in the exact terms proposed, being given at the Annual Session preceding and on the proper forms available from the Grand Secretary. A copy of the amendment shall be sent to all Odd Fellows Lodges by the Grand Secretary at least two months prior to the Session at which the vote is to be taken. Provided further that, at any Regular Session, an amendment to any part of this Constitution is properly before the Grand Lodge, as herein before provided, the wording may be amended or altered in any manner which shall meet the approval of a two-thirds (2/3) majority of the Representatives present and voting. Any amendments shall come into full force and effect on the first day of September following their adoption and approval by The Sovereign Grand Lodge.

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**Code of Ontario
Odd Fellow Laws**

Chapter III

Bylaws of The Grand Lodge of Ontario,
Independent Order of Odd Fellows.

Adopted by the Grand Lodge of Ontario
and approved by the Sovereign Grand Lodge,
Independent Order of Odd Fellows

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Special Note:

The Committee responsible for updating this Code of Ontario Odd Fellows Laws has attempted to take the utmost care when it came to terms that were “Gender Neutral.” In any case where the masculine is used the feminine and neuter are implied. When reading this Code, it is important to substitute gender appropriate forms when the masculine or feminine have been used.

Section 1. Sessions

A. Annual Sessions

⁽²⁰¹⁰⁾ The Grand Lodge of Ontario shall meet annually, opening at 8:30 a.m., in the Province of Ontario at such place and date as may be selected not less than one or more than two years in advance by a majority vote of the Representatives present in open Sessions or by the decision of the Executive Committee during recess. Sunday is to be considered the first day of the week.

- (1) The business of the Grand Lodge shall be transacted in the Third Degree, and shall be conducted in the manner prescribed in the Rules of Order of this Grand Lodge. In any case, where there is no rule applicable, the Grand Lodge shall be governed by the latest revised edition of Roberts Rules of Order.
- (2) The Grand Master shall preside at all annual meetings.
 - (a) In the absence of the Grand Master, the Deputy Grand Master shall preside;
 - (b) in the absence of the Deputy Grand Master, the Grand Warden shall preside;
 - (c) in the absence of all of the above-named officers, the Junior Past Grand Master or a Past Grand Master shall take the chair.
 - (d) if no Past Grand Master is present, a representative shall be chosen by open vote to preside during the meeting, or until the arrival of the proper officer.
- (3) Any Past Grands duly accredited to the Grand Lodge may receive the Grand Lodge Degree at a date preceding the Sessions and at an hour so designated by the Grand Master.
- (4) Immediately upon the opening of the Grand Lodge, the presiding officer shall call upon the Committee on Credentials to report upon the credentials of new representatives and Past Grands, and no other business shall be transacted by the Grand Lodge until the report of this committee has been acted upon.
- (5) Immediately on the adoption of the report of the Committee on Credentials, the new members and representatives will be admitted and instructed, and the minutes of the last annual session read.
- (6) The Grand Master will announce any appointments to the committees for the Session (except where otherwise provided), and the reports of Grand Lodge officers and committees appointed during recess will be approved;

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- (a) after which the Grand Secretary will submit all petitions, communications, appeals and accounts;
- (b) such reports, communications, petitions, accounts, appeals, questions and other business shall be referred by the Grand Master as soon as received to the appropriate committees unless in any case the Grand Lodge may otherwise order.

(7) Letters, communications, or other matter which necessitates a referral to any committee of this Grand Lodge must be presented during the first day's sitting.

(8) All Grand Lodge Officers and committee reports shall be included in the yearly Advance Journal to the Grand Lodge Sessions.

(a) All proposals, which would involve if adopted, any change, amendment, or addition, to our Grand Lodge By-laws, and to our Odd Fellows Lodge Constitution, are required to be communicated to the Grand Secretary on or before the twenty-eighth day of February in each year in order that such proposals may be printed in the advance journal under the annual report of the Grand Master or of the Grand Secretary.

(9) Only legislative proposals contained in the advance journal shall be eligible for consideration by the Grand Lodge in Session, unless by a two-thirds vote of representatives present the Grand Lodge waives or suspends the provision of this Clause in cases of urgency.

(10) **Agenda.**
The order of procedure, after the formal opening, shall be as follows:

- 1 The receiving and consideration of any reports from the Committee on Credentials, on claims for admission as representatives or members.
2. Lowering the Grand Lodge to the Third Degree.
- 3 The admission and instruction (when requisite) of new members.
- 4 Reference shall be made at the first sitting by the Grand Secretary to the fact that the minutes of the last Session were contained in a Journal of Proceedings which had been printed and distributed in the prescribed manner.
 - (a) The Grand Master shall call for consideration of any errors, omissions or objections.
 - (b) The Grand Master shall then declare the Journal of Proceedings approved as printed with or without amendment as may be the case.
- 5 Reading of accounts, petitions and other communications.
6. Reports of Committees which have not been approved by a routine resolution
7. New Business.

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8. Unfinished Business, in order of priority at previous sittings.
9. Opening of Nominations for Grand Lodge office.
10. Closing of Nominations for office and reading the names of the nominees by the Grand Secretary.
11. Raise the Grand Lodge to the Grand Lodge Degree.
12. Closing or adjournment (as the case may be) of the Grand Lodge.

(11) Rules of Order for the Conduct of Business at Sessions.

The business conduct of the Grand Lodge in session shall be governed by the following rules:

Rule I. After each adjournment, the Grand Lodge shall be opened in the manner prescribed by the Grand Lodge Ritual and the business shall be conducted according to these Rules of order and the order of Procedure which is included in the latter part of this By-law.

Rule II. Notwithstanding that Rule I states, that the Order of Procedure of this By-Law shall be used, a resolution may be adopted by two-thirds majority of the representatives, for the Grand Lodge to make the consideration of any item of business a special order for any particular hour of any sitting.

Rule III. During the continuance of the Session, the most decorous order shall be observed. No member shall leave the room without the permission of the Grand Master and no member shall enter without the consent of the Grand Warden.

Rule IV. No question, unless regularly moved and seconded, and submitted in writing, shall be put to the Grand Lodge by the presiding officer.

Rule V. No question shall be open for consideration until regularly put from the chair. When so put, no other motion shall be receivable, unless it is a motion -

1. To adjourn;
2. To lay on the table;
3. To put the previous question;
4. To postpone to a certain time;
5. To refer;
6. To amend;
7. To postpone indefinitely.

(a) The several motions, if made, shall have precedence in the order above stated, and the first, second and third thereof shall be decided without debate.

Rule VI. The previous question shall be put from the chair only after it shall have been ascertained that the call therefor is sustained by a majority of the representatives of the Grand Lodge present,

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and then shall always be put in the words following: "Shall the question be now put?" which words shall be understood to have reference to whatever question may be pending immediately before such call for the previous question may have been made.

Rule VII. If the vote of the Grand Lodge, taken pursuant to such call for the previous question, be in the affirmative, the presiding officer shall thereupon put forthwith to vote the question so pending immediately before such call, and shall not allow any amendment or further debate thereon.

Rule VIII. Before taking the vote on any motion, the presiding officer shall ask: "Is the Grand Lodge ready for the question?" and, should no member stand up to speak, the presiding officer shall rise to take the vote, after which no member shall have a right to speak on the question.

Rule IX. After any question, except that of indefinite postponement or the previous question, may have been decided, any two members, having voted in the majority or prevailing side, may at the same or next sitting, move for a reconsideration, but no discussion on the main question shall be allowed upon such motion.

Rule X. Any representative may require the division of the question, when the sense will admit of it.

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

Rule XII. Any question before Grand Lodge shall, upon the request of any representative present, be decided by a standing vote, and the yeas and nays shall be taken and recorded on the call of any three representatives.

Rule XIII. Every representative present may be required to vote on any question, unless excused by the Grand Lodge, or declared a conflict of interest, or is otherwise incapacitated.

Rule XIV. Any member intending to speak on a question shall rise behind a microphone on the floor, stating name and Lodge number, and respectfully address the presiding officer, confining himself to the question under debate, avoiding all personality and indecorous language, as well as reflection on the Grand Lodge or its members.

Rule XV. No member shall speak more than once on the same question, until every member entitled to speak shall have had an opportunity of doing so, nor more than twice on the same question, unless by permission of the presiding officer.

Rule XVI. Should more than one member rise to speak at the same time, the presiding officer shall determine who is entitled to the floor. No member shall interrupt the business of the Grand Lodge, or in any manner disturb another in their speech, unless to call the speaker to order for the words spoken, or rules infringed.

Rule XVII. Any member called to order while speaking shall resume his/her seat, and the debate shall forthwith be suspended until the point of order thus raised be determined; nor shall any member speak upon such points of order, unless it be to make necessary explanations or appeal from the decision of the chair.

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Rule XVIII. The decision of the presiding officer on questions of order shall be without debate, unless entertaining doubts on the point, he or she shall invite it. On such questions alone shall he or she have the privilege of speaking from the chair.

Rule XIX. In all cases where a member may appeal from the decision of the chair, he or she shall use the words following, and none other, unless it is for necessary explanation: "Grand Master, I respectfully appeal from the decision of the Chair, to the Grand Lodge," and the Grand Lodge shall, after such explanations as the presiding officer may deem necessary, proceed forthwith to consider and vote upon the question: "Shall the decision of the Chair stand as the judgment of the Grand Lodge?"

Rule XX. Any member, who may have been ruled out of order for manifestation of temper or improper feeling, must apologize to the Grand Lodge, or to any aggrieved party, if required to do so by the presiding officer, and shall not speak again on the impending question, except to explain and apologize, unless specially permitted to do so by the presiding officer.

Rule XXI. Visiting Past Grands, who are not members of this Grand Lodge, may address the Grand Lodge on receiving permission to that effect from the presiding officer.

Rule XXII. These Rules of Order, or any part thereof, shall only be altered, amended, suspended, or annulled, by a vote of two-thirds of the members of Grand Lodge present and voting.

B. (2022) Special Sessions

The Grand Master may call Special Sessions of the Grand Lodge at any time, or when petitioned by a majority of Lodges in good standing as detailed in the By-laws. Notice thereof shall be given at least thirty (30) days prior; stating the time; place and purpose of the meeting, and no business shall be transacted except as specified in the notice. In the event of an emergency when it is not financially feasible to hold a special session, the Representatives, Past Grand Masters, Appointed and Elective Officers and Past Elective Officers, may be polled by mail as to their vote upon the proposition or propositions, not exceeding two (2) in number, with the pros and cons to be disclosed in full.

(1) Exceptional Sessions

Should an Exceptional Session be required it shall be formatted in similar sequence as designated in Chapter I B Constitution of The Sovereign Grand Lodge, Article VII Sessions.

Should it be impracticable, from the prevalence of contagious disease, for financial reasons, or any other cause, for the annual session to be held at the place designated therefore, the Grand Master with the concurrence of the Executive Committee shall have the power to determine at what date and/or place said session shall be held. Provided further, that if, as the result of war or some widespread epidemic/pandemic or other calamity, (and/or by advice or direction of the government), it shall be inexpedient to hold the regular annual session, The Grand Lodge shall have the power to omit the holding of such session and to determine at what date and place the next regular session shall be held, or, if The Grand Lodge be not in session when such emergency occurs, such power may be exercised by the Grand Master, the Representatives of record being notified thereto, in which case the officers may continue for one (1) year to hold their respective offices until the next succeeding session is held. The budget for the current year may become the budget for the coming year.

The Grand Lodge may conduct business of The Grand Lodge via: Post, e-mail, video link or other such technology if an in person Annual Session is not practicable.

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Business that may be transacted:

- (a) Notices of Motion, Resolutions, Standing Resolutions, and Routine Resolutions that have been submitted to the Grand Lodge and sent to the those entitled to participate in the Legislative functions of the Grand Lodge.
- (b) **The Annual Budget.**
- (c) The election of officers: the Grand Master and Deputy Grand Master may be elevated in the normal course of progression; for the position of Grand Warden, an autobiography as listed in the Advance Journal shall accompany the distribution of the ballot, if a majority is not compiled the Grand Secretary shall forward an additional ballot until such time a candidate shall receive a majority vote. All other Officers to be elected shall require a majority vote for election to their specific Office.

(2) Quorum.

A quorum of the Grand Lodge shall consist of the representatives from a majority of Lodges in good standing.

C. Sessions Omitted

This Grand Lodge may, at any annual session, by a two-thirds vote of the representatives present and voting decide to omit the holding of the next succeeding session.

- (1) In the event of a general calamity or period of a widespread distress or exceptional emergency, the Grand Master with the advice and unanimous consent of the Executive Committee is empowered to circulate to the Odd Fellow Lodges on the necessity to omit the annual session or to change the place of meeting and seek their agreement, and after at least one half of the Lodges in the jurisdiction, representing at least one half of the total membership in the jurisdiction, has signified concurrence by resolutions passed locally to omit the next succeeding Session or change the place of such meeting,
- (2) Notice of such change shall be circulated to Odd Fellow Lodges on or before April 1st.
- (3) ⁽²⁰¹⁰⁾ The Grand Master and Executive Committee may advance or delay for a period of one month the annual sessions in the event of exceptional circumstances and notice of such change shall be sent to each Odd Fellows lodge not later than the 1st day of February preceding the sessions to be so advanced or delayed.

D. Nomination and Election of Grand Lodge Officers.

(1) Nominations.

⁽²⁰¹¹⁾ There shall be nominations on the last day of the regular Sessions for the Officers, Grand Representatives to Sovereign Grand Lodge and committee members. In addition, Lodges may nominate qualified members during the recess of this Grand Lodge prior to the thirtieth day of September preceding the next regular Sessions. The election of the aforementioned Grand Lodge Officers, Grand Representatives and committee members shall take place at the next regular Sessions of this Grand Lodge.

(2) Vacancies during recess.

It is further provided that should a vacancy occur in the office of any nominated candidates by death, resignation or otherwise during the recess of this Grand Lodge, then nominations shall be reopened for the vacant office immediately prior to the elections at the next regular annual

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sessions of the Grand Lodge at the time specified.

(3) Nominations in proper form.

All nominations shall be made in writing on the forms provided by the Grand Secretary in order to be valid.

(4) Nominees to consent.

No nomination for office shall be accepted for any candidate without prior consent of the nominee.

(5) Right to withdraw.

Such acceptance by a nominee shall not in any way preclude him/her from the right to withdraw from his/her accepted nomination at any time prior to the election.

(6) Nomination notice.

On or before the first day of February following his/her selection, the Grand Secretary shall transmit to the nominee, a notice by first class mail, of his/her selection.

(a) he or she shall be requested to accept or decline such nomination on or before the fifteenth day of February, and return this response to the Grand Secretary.

(7) Biography of nominees.

In the event of more than one candidate accepting nomination for the same office, there shall be issued to each Odd Fellow Lodge and to each representative with the Officers' Reports, a statement of the biographical history of the candidate.

(a) The statement shall be prepared by the Junior Past Grand Master, unless he or she shall be a candidate for office, in which event it shall be prepared by the Grand Master.

(8) Contents of statement.

Such statement, not exceeding three hundred words, shall set forth the personal history of each candidate and his/her experience in the order.

(a) It shall not contain any reference to political or religious affiliations, membership in any other fraternal order or any suggestion or appeal for support of any candidate.

(b) A copy of each biography such shall be forwarded to each Lodge with the Officers' Reports.

(9) Committee on Election Returns.

The Committee on Election Returns shall make all necessary arrangements to conduct the Grand Lodge Elections which shall commence at 2:00 p.m. on the first day of the Annual Session as is designated by this Grand Lodge.

(10) Election Rules.

Only those entitled to participate in the legislative functions shall vote.

(a) No Member shall be permitted to enter the room while any phase of the election procedure is in progress.

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- (b) Where only one candidate is in nomination he or she shall be declared elected by acclamation by the presiding officer.
- (c) All candidates for all Grand Lodge elective offices shall be entitled a period of three minutes to address those qualified to vote, before balloting for those respective offices begin.

(11) Electioneering.

Any member who, either for him/herself or another, shall issue, or cause to be issued, or who shall countenance the issue of any circular letter advocating the claims of any particular candidate to any office within this Grand Lodge, shall be considered guilty of conduct unbecoming an Odd Fellow.

- (a) Upon conviction, and after due trial, the offender may be suspended or expelled from the order, or the Grand Lodge may declare him/her ineligible to hold any position within its structure.

(12) Honours to take effect.

Entitlement to the honours and privileges of the offices to which they have been elected shall take effect upon their installation into their respective offices.

Section 2. Quorum

⁽²⁰¹⁸⁾ A quorum of the Grand Lodge shall consist of representatives from a majority of lodges in good standing.

Section 3. Officers

A. Elective Officers

The Elective Officers of the Grand Lodge shall be those specified in the Grand Lodge Ritual. All officers shall be elected by a majority vote of the members of Grand Lodge who are entitled to participate in the legislative functions as provided in the Bylaws of this Grand Lodge. All Officers of this Grand Lodge shall be Past Grands in good standing and shall have received the Grand Lodge Degree prior to being installed into their respective offices.

The Officers shall be elected annually except the Grand Secretary, Grand Treasurer and Grand Representatives.

- (1) The Grand Secretary and Grand Treasurer shall be elected for a period of three years each, providing they have been previously elected to and served in their respective offices. Following the attained age of sixty-five (65), the Grand Secretary and Grand Treasurer may be elected annually for a period of one (1) year only. The terms of the Grand Secretary and Grand Treasurer shall not be concurrent.
 - (a) The Grand Secretary must be capable of operating computer word processing, database and accounting programs as a qualification of the office. Qualifications are to be approved or rejected by a committee consisting of three members of the Executive Committee as appointed by the Grand Master before the elections at the Annual sessions.
 - (b) The Grand Treasurer must be capable of operating computer database and accounting

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programs as a qualification of the office. Qualifications are to be approved or rejected by a committee consisting of three members of the Executive Committee as appointed by the Grand Master before the elections at the Annual sessions.

- (c) If they have not served in their respective offices, they shall be elected for a probationary period of one year.
- (2) Elected Grand Lodge officers, shall be eligible for reelection in the same office for the term provided.
- (3) Grand Representative terms shall be set by the Sovereign Grand Lodge.
- (4) Each year the retiring Grand Master may be nominated to serve a one year term as a Grand Representative to the Sovereign Grand Lodge. If elected, he or she shall be the junior Grand Representative.
 - (a) The senior Grand Representative shall be nominated from within the general membership Grand Lodge for a two-year term at the appropriate time permitted for such nomination.
 - (b) Each Grand Representative from the Grand Lodge of Ontario shall be a Past Grand, a member in good standing of an Odd Fellows Lodge, Encampment, Rebekah Lodge and a Canton all whom must also be in good standing.
 - (c) Grand Representatives shall be recognized as such, and entitled to all the rights and privileges when their credentials have been received and approved by the Sovereign Grand Lodge and they have been duly obligated by the presiding officer at the first Sovereign Grand Lodge session after their election.
 - (d) Grand Representatives may hold any other office of their Grand Body.

B. Appointed Officers

The Appointed Officers of the Grand Lodge shall be those specified in the Grand Lodge Ritual or the Constitution.

- (1) These officers shall be appointed by the Grand Master for a one year term.
- (2) Sessional Assistants shall be appointed by the Grand Secretary subject to ratification by the Grand Lodge.

Section 4. Duties of the Officers

A. Grand Master

The Grand Master:

- (1) ⁽²⁰¹⁸⁾ has supervision over the affairs of the, Odd Fellows Lodges, any Grand Junior Lodge, Junior Lodges, United Youth Groups and the Rebekah Assembly within the Jurisdiction of Ontario;
- (2) performs the duties prescribed by the Ritual, Constitution, Laws, Rules, regulations and directives of the Order and of the Grand Lodge;

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- (3) requires all Lodges in the Jurisdiction to conform to the Laws of the Sovereign Grand Lodge and the Grand Lodge;
- (4) shall visit Lodges within the Jurisdiction and shall instruct and assist them in all matters for the welfare and business of the Order;
- (5) may grant dispensations as authorized by the Constitution and Laws of the Grand Lodge, which do not violate the Laws of the Sovereign Grand Lodge;
- (6) shall render decisions concerning the Constitution and Laws of the Grand Lodge and of the Lodges in the Jurisdiction subject to review by the Judiciary Committee of the Grand Lodge;
- (7) shall not hold office in any Odd Fellows, Rebekah or Degree Lodge within the Jurisdiction unless permitted by the Laws of the Grand Lodge;
- (8) cannot suspend any Grand Lodge action, nor suspend, modify or change any provision of the Constitution of a Lodge;
- (9) when authorized by the Grand Lodge to act according to personal judgment such authority shall not be delegated;
- (10) appoints members to the Standing or Joint Committees subject to confirmation by the Grand Lodge;
- (11) appoints members of Grand Lodge to the Sessional Committees at least ten days prior to Sessions; only members of the Grand Lodge shall serve on Committees;
- (12) shall select and communicate the Term Password for those units under the direct supervision of the Grand Lodge;
- (13) at Sessions shall preside at all meetings of the Grand Lodge, preserve order and enforce the Laws or cause the same to be done during a temporary absence. Fill vacancies in office for the remainder of the term.
- (14) may commission Special Deputies over any Lodge under the supervision of the Grand Lodge to perform all the duties specifically designated in the commission. Upon completion of the duty, the Deputy shall report in writing the action taken with recommendations.
- (15) shall appoint a District Deputy Grand Master for each District. Such District Deputy shall be a Past Grand in good standing recommended by the District Committee. The term of a District Deputy Grand Master shall commence at the end of the Annual Session and end at the next Annual Session. The District Deputy shall be the special agent and representative of the Grand Master, shall supervise the affairs of the Order in said District and perform other duties as directed by the Grand Master.
- (2018) (16) Perform such other duties as are mandated by Chapter IV of the Code of General Laws

B. Deputy Grand Master

The Deputy Grand Master's duties are:

- (1) to open and close the meetings of the Grand Lodge and preside in the absence of the Grand Master.
- (2) to perform all duties assigned by the Grand Lodge and perform the duties and make visitations as may be directed by the Grand Master or the Executive Committee.
- (3) to act for the Grand Master in case of the latter's continuing disability to such an extent of being physically or mentally unable to perform the duties as determined by the Executive Committee.

C. Grand Warden

The Grand Warden's duties are:

- (1) to have charge of the doors and through the Grand Marshal and Grand Conductor shall

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examine and ascertain prior to opening that all members and visitors are qualified to sit in the Session. The Grand Lodge shall be the sole judge of qualifications and validity of credentials of Representatives.

- (2) to have charge of the diagrams and unwritten work of the Order during the Session of the Grand Lodge. To confer the Grand Lodge Degree, assisted by the Grand Marshal and Grand Conductor, upon all Past Grands presenting proper credentials.
- (3) to make visitations and perform such duties as directed by the Grand Master, the Grand Lodge or the Executive Committee.
- (4) to study the programs and projects of all Lodges and report and make recommendations concerning them to the Executive Committee.

D. Grand Secretary

The Grand Secretary shall:

- (1) be responsible for the operation of the Grand Lodge office to the Executive Committee, during the period of recess of the Grand Lodge;
- (2) maintain a current operations manual covering all aspects of the affairs conducted by the Grand Lodge office;
- (3) have custody of the Seal of the Grand Lodge, attesting necessary documents;
- (4) appoint Sessional Assistants as required for the Annual Sessions and submit the Routine Resolution for approval by the Grand Lodge.
- (5) assist the Executive Committee in their administrative affairs as required;
- (6) attest proclamations of the Grand Master and distribute to each Lodge
- (7) prepare a complete Journal of Proceedings of each Annual Session and distribute it to all Lodges and Officers.
- (8) keep adequate supplies of forms and jewels.
- (9) close the books of the Grand Lodge at the end of the fiscal year, on August 31, and make proper reports thereon.
- (10) attest all orders drawn on the Grand Treasurer and pay to the Treasurer all monies received in the office on account of the Grand Lodge
- (2018) (11) Perform such other duties as are mandated by Chapter IV of the Code of General Laws.

E. Grand Treasurer

The Grand Treasurer shall:

- (1) receive and take charge of all monies of the Grand Lodge
- (2) invest or deposit the monies as directed by the Grand Lodge or Executive Committee
- (3) make the necessary arrangements for an audit of the books as of the end of the fiscal year.
- (4) submit a report to be included in the Advance Journal in preparation for the Annual Sessions
- (5) assist the Finance Committee in the review of the records prior to the Annual Session.
- (2018) (6) Perform such other duties as are mandated by Chapter IV of the Code of General Laws.

F. Grand Representatives

The Grand Representatives shall:

- (1) attend the meetings of The Sovereign Grand Lodge and act there on behalf of this Jurisdiction;
- (2) submit a synopsis of the proceedings of The Sovereign Grand Lodge to this Grand Lodge.

G. Appointed Officers

- (1) **Grand Marshal** - Shall examine Past Grands presenting themselves to receive the Grand

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Lodge Degree and shall otherwise assist the Grand Master in the ceremonies of this Grand Lodge according to the Office. Shall ensure that the flags are in proper position during the Sessions in accordance with standard protocol. Will introduce the Grand Master if accompanying this Officer on any visitation.

- (2) **Grand Conductor** - Shall assist the Grand Marshal in the ceremonies of this Grand Lodge.
- (3) **Grand Messenger** - Shall take charge of the property of the Grand Lodge, keep the same on order, attend all meetings and provide for the comfort and convenience of the Officers and Representatives.
- (4) **Grand Musician** - Shall attend all meetings of this Grand Lodge and provide suitable music when required during the Sessions and perform such other duties as requested by the Grand Master.
- (5) **Grand Chaplain** - Shall open and close every meeting of this Grand Lodge with prayer. Shall prepare the Necrology Report and conduct a Memorial Service at a time so designated by the Grand Lodge. Shall also perform such other duties as may be required during the term of appointment.
- (6) **Grand Guardian** - Shall have charge of the inner entrance of the Grand Lodge Room and permit no one to enter or depart without the usual formalities.
- (7) **Grand Herald** - Shall have charge of the outer entrance of the Grand Lodge Room and permit no one to enter without examination in the term password. Shall receive the cards of travelling members desiring to visit this Grand Lodge and deliver the same to the Grand Guardian for presentation to the Grand Lodge.

Section 5. Vacancy in Office.

In the case of death, resignation or impeachment of an Officer, or should the Office be vacated by continued physical or mental incapacity of extreme nature the Office will be filled as follows:

- (1) Grand Master - The Deputy Grand Master shall assume the Office of Grand Master.
- (2) Deputy Grand Master - The Grand Warden shall assume the Office of Deputy Grand Master.
- (3) Grand Warden - The Executive Committee shall appoint a qualified member.
- (4) Grand Secretary - The Executive Committee shall appoint a qualified member.
- (5) Grand Treasurer - The Executive Committee shall appoint a qualified member.
- (6) Grand Representative - The Executive Committee shall appoint a qualified member.

Section 6. Reports of Elected and Appointed Officers

- (1) All elected and appointed Officers shall at least sixty days prior to the Annual Session submit to the Grand Secretary a report of activities during the term for inclusion in the Advance Journal of the Grand Lodge.

Section 7. Representatives

- (1) Every Odd Fellow Lodge shall annually elect one Representative to attend the Annual Session of the Grand Lodge or any special Session
- (2) ⁽²⁰¹⁶⁾The election of the Representative shall take place on the first meeting night of February. The Lodge shall elect a Past Grand or Noble Grand in good standing as its representative.
- (3) At the same time an Alternate Representative shall be elected to attend in the event the Representative is unable to attend.
- (4) The Representative shall attend the Annual Sessions of the Grand Lodge, represent the Lodge and report all legislation and other matters that occurred at the Session pertaining to the Lodge.

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- (5) The Representatives shall present themselves for the conferring of the Grand Lodge Degree, unless having already received the Degree at a previous Session.
- (6) The resignation by an Odd Fellow of his/her office as representative must be addressed in writing to the Noble Grand of his/her Lodge who shall immediately notify the alternate where one has been elected, to attend the Session of the Grand Lodge.
 - (a) Where no alternate has been elected, the Lodge, if it has a meeting intervening, shall proceed to elect a qualified member to fill the vacancy. If there shall be no meeting of the Lodge before Sessions, the Noble Grand shall appoint some qualified member to fill the vacancy. The Noble Grand and Secretary of the Lodge shall immediately notify the Grand Secretary of the change.
- (7) No representative of an Odd Fellows Lodge shall be eligible for attendance in the Sessions or sittings of the Grand Lodge of Ontario until the Committee on Credentials shall have received certification of his/her qualifications from the Lodge he/she represents.

Section 8. Committees

A. Standing Committees

The following are Standing Committees consisting of not less than three (3) members each appointed by the Grand Master, unless otherwise specified, at the close of the Annual Sessions and their duties:

(1) Laws of Odd Fellows Lodges - Shall consist of the Grand Warden as Chair and two other members appointed by the Grand Master at the close of the Annual Session to whom will be referred all By Laws of Odd Fellow Lodges sent in for approval. Shall review the submission according to the laws, rules and regulations contained in the Code of General Laws and the Code of Ontario Laws and make any changes, if necessary, prior to approval and communication with the Lodge.

(2) Investment of Lodge Funds - Shall consist of the Grand Master, Grand Warden and Grand Treasurer. It shall be responsible for all investments of Lodge Funds that provide for the purchase or disposal of real estate.

(3) Judiciary - Shall consist of three members, to whom shall be referred all decisions of the Grand Master made during the recess of Grand Lodge and all questions relating to the interpretations of the laws and usages of the Order.

(4) ⁽²⁰²³⁾Infrastructure & Technology - Shall consist of a Chair and four (4) members. The Chair shall be appointed for a three (3) year term. It shall be their duty to advise the Executive Committee and assist Odd Fellows Lodges in ensuring a modern and continuously adapting technological infrastructure. The Chair shall liaise with the Chair(s) of other committees that are judged to be relevant to ongoing initiatives and projects.

(5) Ontario IOOF Memorial Research - Shall administer the Program that assists the Department of Ophthalmology of the University of Toronto in research projects as determined on an annual basis by the Committee at its first meeting following the Annual Sessions. The Committee shall consist of nine members appointed as follows:

- (i) The Grand Master shall appoint three members, one of whom shall be the Grand Secretary, to represent the Grand Lodge of Ontario.

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- (ii) The President of the Rebekah Assembly shall appoint three members, one of whom shall be the Assembly Secretary, to represent the Rebekah Assembly of Ontario
- (iii) The Grand Patriarch shall appoint one (1) member to represent the Grand Encampment of Ontario
- (iv) The Grand Matriarch shall appoint one (1) member to represent the Grand Ladies Encampment Auxiliary of Ontario
- (v) The Department Commander shall appoint one (1) member to represent the Department of Ontario, Patriarchs Militant
- (vi) The Committee shall develop their own operating guidelines for meetings and general business, subject to the approval of the Executive Committee of the Grand Lodge.

(6) Counselling - Shall consist of three members who shall provide counsel, if requested, regarding the phraseology and format of all notices of motion, resolutions or items of a legislative nature but shall not consider the merits of the proposed legislation. During the Sessions the Committee shall instruct Representatives in a general way on the procedures of the Grand Lodge and to assist in the preparation of notices of motion and resolutions.

(7) Fraternal Research -Deleted 2017

(8) Promotional - Deleted 2017

(9) Membership - Shall consist of a Chair and four (4) members. The Chair shall be appointed for a three (3) year term. It shall be their duty to assist Odd Fellow Lodges in promoting the growth of their membership through programs provided by The Sovereign Grand Lodge or other materials developed in this or any other Jurisdiction. The Chair shall liaise with the Chair of the same Committee of the Rebekah Assembly of Ontario.

(10) Education - Shall consist of three members including the Chair, who shall be appointed for a three (3) year term. It shall be their duty to design appropriate educational and training programs to upgrade the knowledge and skills of Officers and members of the Order.

(11) Sessional Arrangements - Shall consist of eight (8) members and the Director of Sessional Arrangements (who is appointed by the Grand Master). The members shall include the Grand Secretary, two (2) other members of Grand Lodge, three (3) members of the Rebekah Assembly of Ontario (recommended by the President of the Rebekah Assembly) and the District Deputy Grand Master and the District Deputy President of the District in which the Sessions are held. It shall be their duty to negotiate all preliminary arrangements for facilities, accommodation and necessities for the Annual Sessions of the Grand Lodge and Rebekah Assembly. The Director of Sessional Arrangements shall act as liaison between the Grand Bodies participating in the Sessions and the individuals, agents and organizations with whom the Committee has made required arrangements.

(12) Campfire Circle, Odd Fellow and Rebekah Capital Fund - Shall consist of two members appointed by the Grand Master (one appointed annually for a two-year term) and one recommended annually by the President of the Rebekah Assembly. It is their duty to liaise with the Staff and Board of Campfire Circle to provide financial assistance for the purchase of major equipment.

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SECTION 9 Executive Committee

A. Executive Committee

The Executive Committee of this Grand Lodge shall consist of the following people: Grand Master, Deputy Grand Master, Grand Warden, Grand Secretary, Grand Treasurer, 2 Grand Representatives and the Junior Past Grand Master. In addition to the duties of the Elective Officers outlined in the Grand Lodge Ritual, Code of General Laws and the Code of Ontario Odd Fellows Laws, the following duties shall pertain to the Executive Committee:

(1) Chairman. The Grand Master shall preside at Executive meetings and in his/her absence the Deputy Grand Master shall preside.

(2) Secretary of the Executive. The Grand Secretary shall be the Secretary of the Executive Committee and shall record the minutes of each Executive Committee meeting. In addition the Grand Secretary shall appoint the Committee on Grand Lodge and Component Unit properties, such appointments to be approved by the Executive Committee.

(a) **Office Staff.** The Grand Secretary and/or the Grand Treasurer are hereby authorized to recommend to the Executive Committee the employment of people as employees or contractors. The persons working in excess of 900 hours annually as employees or contractors of the Grand Lodge of Ontario, will each be granted an annual adjustment in compensation in accordance with the increase in the general cost of living.

(i) Such adjustments to take place effective January first in each year based on the previous years cost of living index as provided by Statistics Canada, the first such adjustment to be effective January 1st, 1976.

(ii) In case the information for such adjustment is not available on January 1st, such adjustment in compensation will become retroactive to January 1st, from the earliest date each year that the information is made public.

(3) Communication to Membership. The Grand Secretary shall also prepare, as soon as possible, after each Executive meeting the minutes of the meeting for distribution by mail to all Lodges, District Deputy Grand Masters and Past Grand Masters and Past Elective Officers.

(4) Communication at Sessions. At the annual Sessions of this Grand Lodge the Grand Secretary shall have available for consideration of the representatives, a synopsis of all policy decisions made at any regular or special meeting of the Executive Committee during the recess of the Grand Lodge Sessions.

(5) Executive Meetings. The Executive Committee shall hold regular stated meetings not less than quarterly, the first meeting in each term shall be held within ninety (90) days after the recess of the Grand Lodge Sessions.

(6) Special Meeting of Executive. The Grand Master or any three members of the Executive may call a special Executive meeting. All members of the Executive shall be notified of the place, time and purpose of any special meeting.

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(7) Quorum. The presence of four members of the Executive Committee shall be required for the transaction at any regular or special meeting of the Executive Committee.

(8) Visitors to Executive Meetings. All meetings of the Executive Committee shall be open to any member in good standing in this Grand Lodge; provided however, the Executive Committee may meet in closed or executive session to discuss and act on matters involving personnel, litigation which involves the Grand Lodge, sensitive matters which could potentially involve the Grand Lodge in litigation and matters which are personal to a Lodge or individual.

(a) Past Grands attending an Executive Committee meeting shall have no vote or voice.

(9) Approval of Actions. Any action by the Executive Committee shall require the approval of a majority of its voting members present.

(a) A majority vote by the members of a duly appointed committee of the Executive shall be required to approve actions falling within the committee's purview.

(b) The actions of each committee of the Executive shall be subject to review by the entire Executive.

B. Duties and Responsibilities of Executive Committee.

(1) Establish Committees. The Grand Master shall annually appoint the following committees from amongst the Executive members and qualified Past Grands from within the Jurisdiction of Ontario:

- (a) a Budget committee;
- (b) a Committee on Investments and Endowments;
- (c) a Committee on Program and Membership Development;
- (d) a Committee on Administrative and Organizational matters in Lodges;
- (e) such additional committees as the Executive shall deem necessary.
- (f) The composition of these committees shall be as follows:
 - (i) The Budget committee shall be composed of the Grand Treasurer and three (3) qualified Past Grands from within the Jurisdiction of Ontario.
 - (ii) The Committee on Investments and Endowments shall be composed of the Grand Treasurer, Grand Secretary and the remaining elected members of the Executive.
 - (iii) The Committee on Program and Membership Development shall be composed of Deputy Grand Master, Grand Warden and three (3) qualified Past Grands from within the Jurisdiction of Ontario. The Chairs of the Education and Membership Committees shall act as resource members.
 - (iv) The Committee on Administrative and Organizational Matters shall be composed of Grand Master, who shall act a Chair, and the remaining elected members of the Executive.
 - (v) The Committee on Grand Lodge & Other Component Units Properties shall be appointed by the Grand Secretary, who shall act as Chair, and shall include two (2) to four (4) Odd Fellows.

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(2) Direct Business Affairs The Executive shall direct the business, financial, and legal affairs of the Grand Lodge pursuant to policies duly approved by the Grand Lodge in Session.

(3) Co-ordinate Effort. The Executive shall work in a coordinated manner with other units of the Order to promote a uniform effort for Odd Fellowship in this Jurisdiction.

(4) Fiduciary Responsibilities.

The Executive shall:

(a) oversee the investment of Grand Lodge funds;

(i) they may engage the services of a registered investment advisor for investment advice and/or services;

(b) select one or more of its elected members to sign cheques if the Grand Treasurer or Grand Secretary is incapacitated or unavailable;

(i) a minimum of two authorized signatures shall be required on all cheques drawn on Grand Lodge accounts;

(c) upon direction from the Grand Lodge Session, engage the services of an approved auditing firm to examine and report on the books of the Grand Secretary, Grand Treasurer, and the Committee on Investments and Endowments, not less than annually, and whenever changes are made in financial personnel;

(i) approval by a majority of the Executive or the Grand Lodge shall be required for disbursement of Grand Lodge funds relative to the procurement of capital items or extraordinary expenditures.

(d) The Executive may authorize the transfer of funds within budget categories or from the reserve account during adjournment of the Grand Lodge.

(i) The Executive shall not approve any transfer or disbursement of funds outside general budget categories without notification, in writing, to all lodges in good standing.

(ii) Such notification shall state the nature of the proposed expenditure, why such expenditure is necessary, and what impact, if any, the expenditure will have on the following year's budget and/or per-capita assessment.

(iii) If a majority of the lodges fail to object in writing within thirty (30) days of the mailing, the transfer may be approved.

(iv) All expenditures shall be within the approved budget categories. Any expenditures in excess of their budget category must first be approved by the Executive Committee.

(5) Establish Rules. The Executive may establish additional rules for the conduct of its business which do not conflict with the Constitution of the Grand Lodge, these bylaws, or applicable Sovereign Grand Lodge law.

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(6) Approve Additional Staff. The Executive may approve the hiring of additional staff for Grand Lodge operations if such position has been included in an approved budget.

(a) In case of an extreme emergency the Executive may approve hiring an additional person to fill an un-budgeted position for a period not to exceed thirty (30) working days if adequate funds are in the salaries and wages account, or the reserve account.

(7) Additional Duties. The Executive members shall also:

(a) attend all sessions of the Grand Lodge;

(b) inform lodges of Executive actions by disseminating the Executive meetings to all Odd Fellows lodges in this Province, within thirty days after their stated meetings;

(i) the summary shall include a synopsis of committee reports and special meetings;

(c) grant approval prior to the purchase or sale of real property or the erection of a building by a component unit;

(d) select a site for the annual session of the Grand Lodge if no resolutions were adopted at the previous annual session;

(e) confer with the Grand Master and coordinate with him/her and the Membership committee, specific efforts to assist in revitalizing weak lodges;

(f) perform such other duties as may be specified by the Grand Lodge Ritual, Constitution of the Grand Lodge, these By-laws, or the Grand Lodge.

(8) Budget Committee. The Budget committee, with the assistance of the Grand Treasurer and Grand Secretary, shall annually prepare and submit for consideration by the Grand Lodge, a line item budget categorized by program and function.

(a) The proposed budget shall be included with the Advance Journal and shall include all anticipated revenues and expenses, and any anticipated assessments on members of Odd Fellows Lodges.

(b) The Budget format shall include:

(i) the salary and benefits budgeted for the Grand Secretary;

(ii) the total for compensation and benefits budgeted for paid work other than the Grand Secretary;

(iii) the total amount budgeted for temporary help, if any;

(iv) the amount of the anticipated revenues and anticipated expenditures approved by the Grand Lodge for the most recent fiscal year for each budget item and the totals for each budget category to include all committees functioning on behalf of the Grand Lodge;

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- (v) the amounts actually received and expended during the most recent fiscal year for each budget item and the totals for each budget category;
- (vi) the dollar difference between the amounts budgeted and the amounts received and expended for each budget item;
- (vii) the amounts of anticipated revenues and proposed expenditures for the new year for each budget item and the totals for each budget category;
- (viii) adequate space to insert new or changed budget items which may be approved by the Grand Lodge at its session.

(c) During the annual session, the Grand Treasurer shall present a final detailed budget report including suggested methods of financing any anticipated deficits in each budget category.

(9) Investments and Endowments. The Executive's committee on investments and endowments shall:

- (a) advise and assist the Grand Treasurer in the management of all endowment trust funds held, for the benefit of the Grand Lodge;
- (b) the management of such endowment trusts shall be in conformity with the By-Laws, the policies of the Executive and the Grand Lodge, and the laws of the Province of Ontario relative to endowment trust funds;
- (c) meet on a regular basis not less than quarterly;
- (d) establish a proper accounting system to ensure that all cash, securities, real estate, notes and all other investment instruments and assets, belonging to each specific endowment fund under their control, are segregated and kept separate and distinct from any and all other endowment funds and accounts of the Grand Lodge;
- (e) record for each fund the date, nature of, and amount of all transactions ordered, approved or made;
- (f) record for each fund, all expenses incurred in the management of the assets of the fund and cover those expenses with income generated by the fund;
- (g) regularly report their activities to the Executive Committee;
- (h) make a complete report to the Grand Lodge at each annual session relative to each fund in their control. The report shall list as applicable to each endowment fund:
 - (1) the amounts of cash on hand;
 - (2) securities held or acquired;
 - (3) cost of same and market value, as of August 31;
 - (4) the result of any real estate operations;

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- (5) a list of notes receivable and amounts of each;
- (6) a list of donations and/or bequests;
- (7) the sources of all income generated by each fund; and

- (i) administer the trust funds under custody and control of the Grand Lodge unless such administration is delegated to another committee by the Constitution of the Grand Lodge, or these By-Laws.
- (j) The report to the Grand Lodge by the Committee on Investments and Endowments shall include a copy of the findings of the auditing firm who performed the audit.

(10) Committee on Grand Lodge and Component Unit Properties The Committee on Grand Lodge and Component Unit Properties shall be appointed by the Grand Secretary and shall consist of 3 - 5 Odd Fellows, including the Grand Secretary, who shall be the chairman of this committee. The members of this committee are entitled to travel as authorized in Chapter III Section 17 B (2). The duties of this committee shall:

- (a) include providing assistance to the Grand Secretary with all purchases and sales of all real properties of the component units and the Grand Lodge of Ontario.
- (b) apply all the current laws that are contained in the Code of General Laws and the Ontario Code of Odd Fellow Laws, as well as any of the laws of the land.
- (c) shall report to the Executive Committee of all its activities.
- (d) shall refer all requests and conditions not covered by the laws to the Executive Committee for a decision.
- (e) shall acquaint itself with all relevant laws, so that when called upon it will be able to assist component units with their purchases or sales of real properties.

(11) Administrative & Organizational Matters

This Committee shall have referred to it all questions arising from Lodges in regards to ritualistic work, finances, general lodge administrative work or questions of an organizational matter within lodges chartered by the Grand Lodge of Ontario, which come into the hands of the Grand Secretary. This Committee shall search the Ritual, Codes and applicable Laws to formulate answers to the questions that have arisen. The Grand Secretary shall notify, by letter, the Lodge which has brought forward the question, as to the direction of the Committee and will offer any advice which the Committee deems prudent. This Committee shall meet at the call of the Grand Master, or upon the request of the Grand Secretary to the Grand Master and after one full week's notice to each member of the Committee, by phone, of the date, time and location of the meeting.

(12) Programme and Membership Development

This Committee shall prepare a programme report, for submission to the Grand Lodge Sessions and shall consult with the Chairs of the Education and Membership Committees prior to presenting a draft report to the Executive Committee. This Committee shall also monitor the implementation and progress of the Programme.

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Section 10 ⁽²⁰¹⁵⁾Special Committees

(1) Past Grand Masters Association - Shall consist of all Past Grand Masters of this Jurisdiction. It shall be their duty to assist the presiding Grand Master, upon request, and offer any other assistance to the Deputy Grand Master and Grand Warden when requested.

(2) ⁽²⁰²¹⁾Humanitarian Services - Shall oversee all participating local committees.

Under direction of the Grand Lodge of Ontario Executive Committee, this committee will be operated on a day to day basis by an Administrative Director assisted by an Administrative Assistant, hereinafter referred to as the Director or Assistant.

(a) All monies or other assets received by the Director or Assistant of this Committee shall be transferred to the Grand Treasurer of the Grand Lodge of Ontario. The Grand Treasurer shall account for these funds separate from all other funds of the Grand Lodge of Ontario. The funds of this Committee shall be expended by Warrants directed to the Grand Treasurer and signed by two of the following signing officers: The Director, the Assistant, the Grand Secretary or the Grand Master.

(b) It shall be the duty of the Director or Assistant to give leadership and direction to all Local Humanitarian Service Committees without interfering with any other kindred type of committee set up by the Grand Lodge of Ontario for other facets of charitable assistance and to assist the Local Committees

(c) The Humanitarian Services must comply with the regulations of the Canada Revenue Agency and make available approved receipts for donation purposes.

(d) The Director shall assess and receive a sum annually from all Local Committees equal to the annual operational expenses of the Humanitarian Service, divided by the number of participating units . The fee shall be due and payable on or before October 31st. No Local Committee shall be allowed to designate itself part of the Humanitarian Service Programme of Ontario unless the above fee is paid in advance and the Local Committee agrees to abide by the various terms of this By-law.

(e) The Director shall submit a full report of the finances, including reports from Local Committees as of August 31st to the Annual Sessions of the Grand Lodge of Ontario
Receive complete financial statements from Local Committees no later than October 15th of each year.

(f) The Director or Assistant will issue charitable donation receipts within thirty (30) days of receiving the information for such receipt request from the local units.

(g) The funds of the Humanitarian Service shall be expended for the following purposes:

- (i) legitimate operating expenses including postage, printing, travel and honouraria of the Director and/or Assistant as approved in a budget set by the Grand Lodge Executive Committee. Such Honoraria not to exceed a total sum of one hundred and fifty dollars (\$150.00).
- (ii) purchase of supplies, promotional material and other products for resale to Local Committees
- (iii) Travel shall be paid to the Director or Assistant at the same rate as paid by Grand Lodge.

(h) All warrants and legal documents shall be executed by any two of the Officers designated as signing Officers. The signing Officers shall be bonded through an arrangement agreed upon by the Executive Committee of the Grandlodge of Ontario.

(i) **Local Committee Bylaws**

- (i) ⁽²⁰²⁴⁾Each Odd Fellow Lodge, Rebekah Lodge, Encampment, Ladies Encampment Auxiliary,

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and Canton, hereafter referred to as Ancillary Bodies, may participate in a given locality and form a Local Committee for the Humanitarian Service Programme.

- (ii) The Local Committee shall be composed of an equal number of members from each Ancillary Body and no member shall represent more than one Body.
- (iii) The term of all Local Committees shall be annual and shall commence on the first day of September of each year. The incoming presiding officer of each participating Ancillary Body shall appoint the required number of representatives immediately following the Installation of Officers. The Presiding Officer of each participating Ancillary Body shall be an ex-officio member of the Local Committee.
- (iv) Each Local Committee shall elect a Chairman, Vice Chairman, Secretary and Treasurer or a Secretary-Treasurer as the local situation warrants.
- (v) Each Local Committee shall meet, preferably monthly, with the provision that the Chairman may call a special meeting.
- (vi) Three members shall constitute a quorum for any meeting and any member may attend the meetings.
- (vii) The funds of all Local Committees shall be expended for the purpose of assisting directly for Humanitarian Services, provided that Local Committees may also aid in any worthwhile community programme.
- (viii) The Secretary-Treasurer or Secretary and Treasurer shall keep a proper set of records of all transactions of the Local Committee. An annual review of the books shall be made by a knowledgeable person, not a member of the Local Committee.
- (ix) The Treasurer of the Local Committee shall be bonded for a minimum value of \$1,000.00.
- (x) All Local Committees must submit a written report annually to each Ancillary Body as well as a financial statement.
- (xi) Official receipts for income tax purposes will be issued by the Director. The Local Committee will provide the Director with the Name of the Donor the amount donated the mailing address and E-mail address (If available) of the Donor. The Administrator will issue any and all receipts directly to the donor. Any donation receipts in kind must be supported by an appraisal. If the Fair Market Value (FMV) is more than \$ 500.00, then the appraiser must be at arms length from the Donor and the local ancillary bodies and must be knowledgeable in the market place. If the FMV appears to be less than \$ 500.00, then a knowledgeable member may appraise it.
- (xii) In the event of a Local Committee ceasing to operate and if there is no other Ancillary Body operating a Humanitarian Services Programme in the locality, all funds and assets remaining in the hands of the Local Committee shall be distributed for benevolent purposes by such other local committee as may be directed by the Director. In the event that these requirements are not fulfilled within six months, the funds and assets will be turned over to the Director.
- (xiii) Each Local Committee must carry sufficient liability insurance in order that any possible suit caused by equipment failure will be covered.
- (xiv) Each Local Committee must have the equipment loaned to people inspected by qualified inspectors prior to lending such equipment out and arrange to inspect equipment that is loaned out at least once every 2 years.
- (xv) Any Committee not adhering to the reporting time lines, will lose the ability to have charitable receipts issued and may lose the ability to operate until such reporting has been completed

(3) ⁽²⁰¹⁷⁾ Pilgrimage for Youth - In accordance with the Code of General Laws, Chapter XLIII, Section 3 at least three members shall be appointed, one to be designated as the Jurisdictional

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Chair.

(4) Canadian War Memorial Committee - Shall consist of one (1) appointed representative from each Grand Body to assist with the arrangements for the Annual War Memorial activities.

(5) (2019) IOOF Seniors Homes Inc - The Grand Lodge of Ontario has created a charitable organization incorporated under the laws of the Province of Ontario, more specifically under The Corporations Act, The Charities Accounting Act, The Charitable Gifts Act and The Mortmain and Charitable Use Act, to be known and titled as the IOOF Seniors Homes Inc., registered by the Ministry of Consumer and Commercial Relations as Ontario Number 451393. The objects of the Corporation are:

- (a) To construct, hold, manage, provide and maintain rental accommodation and rest home facilities for elderly citizens.
- (b) To buy, lease, hold, build, develop or improve any lands and buildings necessary for carrying out the above object.
- (c) To raise money by accepting subscriptions, memberships, donations, gifts and testaments for carrying out the above objects.
- (d) To do all such things as are incidental or conducive to the attainment of the above objects and in particular:
 - (i) Upon dissolution of the Corporation and after payment of all debts and liabilities, it's remaining property shall be distributed or disposed of to one or more recognized charitable organizations which carry on their work solely in Canada;
 - (ii) the Corporation shall be carried on without the purposes of gain for it's members and any profits or other accretions to the Corporation shall be used in promoting it's objects.
 - (iii) the Directors shall serve as directors and officers without remuneration and no Director shall directly or indirectly receive any profit from his/her position as director or Officer, provided that a Director may be paid reasonable expenses incurred in the performance of the duties as a director or Officer.
 - (iv) no part of the income of the Corporation may be payable to or otherwise available for the personal benefit of any member.
- (e) The Directors of the Corporation shall be jointly and severally liable for their acts in connection with the Corporation as provided by the Provincial Acts outlined in the opening preamble.
- (f) (2019) The Executive Committee shall nominate up to three members, one of which may be the Grand Warden, to the Nominating & By-Law Committee of the IOOF Seniors Homes Inc, to fill any Director position, if required for vacant position(s) designated for representation from the Independent Order of Odd Fellows.
 - (i) The Grand Secretary of the Grand Lodge of Ontario shall inform the IOOF Seniors Homes Inc. in writing, the names of the Elected Officers of the Grand Lodge of Ontario together with the names of the candidates nominated to become members of the Corporation eligible for election as Directors
 - (ii) The Rebekah Assembly of Ontario shall be required to provide legislation in order to nominate Rebekahs as recommended candidates for membership and election into the Corporation.
 - (iii) The Secretary of the Rebekah Assembly of Ontario shall be required to inform the Corporation in writing, the names of the Elected Officers of the Rebekah Assembly of Ontario together with the names of the candidates nominated to become members of the Corporation eligible for election as Directors.

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(iv) The members of the IOOF Seniors Homes Inc. will elect Directors. Their Board of Directors may consist of three (3) Directors from the names recommended by the Grand Lodge of Ontario, three (3) Directors from the names recommended by the Rebekah Assembly of Ontario and three (3) Directors to be elected from the membership of the Corporation. The nine (9) Directors will serve a three (3) year term. Elections shall be held annually. Three (3) Directors will be elected each year for a three (3) year term.

(6) Tabloid, Ontario Odd Fellow and Rebekah Any publication of the Order, or any associated Body affiliated with it, which purports to reflect the policies and business of Odd Fellowship or hold themselves out as representing the society or any Officer, Committee or Grand Lodge as defined in the Bylaws, shall generally be subject to the direction of the Executive Committee of Grand Lodge and shall receive approval for publication before circulation of any such publications and shall be subject to the following regulations:

- (a) The publication of the Tabloid, Ontario Odd Fellow and Rebekah shall be deemed to have been approved.
- (b) The Executive Committee of Grand Lodge shall, from time to time, appoint an Editor or Editorial Committee to manage the publication of the Tabloid, Ontario Odd Fellow and Rebekah or any such publication and they shall follow the directions of the Grand Master or of the Executive Committee or any members of the Order to whom the Grand Master shall delegate such authority, in all matters relating to such publication and its content.
- (c) Any such publication shall contain information which is true and correct and shall not contain any libellous or other material either directly or by innuendo.
- (d) The Editor or Editorial Committee shall be responsible for ensuring that the provisions of subsection (c) above are strictly adhered to and shall save the Order, the Grand Master and the Executive Committee harmless from any and all damages as a result of any violation.
- (e) The Editor shall enter into a contract for the printing of any such publication, including the Tabloid, Ontario Odd Fellow and Rebekah in the form provided to be known as Schedule "A" as the same may be amended from time to time.
- (f) The Editor shall provide to the Executive Committee by February 28th in each year, an audited financial statement, including receipts, expenses, capital, liabilities, prepaid expenses and prepaid subscriptions including the date of expiry and all other material usually included in such audited statements.

Section 11 Sessional Committees

The Grand Master shall appoint members to the following Committees at least ten days prior to the Annual Sessions. The Grand Master and Grand Secretary shall advise the respective Representatives to ensure they are in attendance at the required times. The Sessional Committee members are entitled to per diem for days worked prior to Sessions.

(1) Credentials - Shall be composed of five (5) Representatives with the Grand Secretary as the Chair. Shall submit a report to the Grand Lodge on the attendance of Representatives, Officers and Past Elective Officers. This Committee shall be in attendance at least 1 day immediately prior to Sessions and during Sessions.

(2) Distribution - Shall be composed of three (3) Representatives who will review all reports contained in the Advance Journal and distribute the various matters in them to the appropriate Sessional Committee. This Committee shall meet prior to any other sessional committees at the call

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of the chair.

(3) Finance - ⁽²⁰²³⁾ Shall be composed of three (3) Representatives who shall examine the reports of the Grand Secretary and Grand Treasurer, the accounts of the Grand Lodge and any other material presented to them for review. This Committee shall be in attendance at 10 AM 1 day immediately prior to Sessions and during Sessions.

(4) Legislation - ⁽²⁰²³⁾ Shall be composed of three (3) Representatives to whom will be referred all items of legislation presented to them and advise the Grand Lodge if the items are in order according to the laws, rules and regulations of the Order. This Committee shall be in attendance at 10 AM 1 day immediately prior to Sessions and during Sessions.

(5) Appeals - ⁽²⁰¹²⁾ Shall be composed of three (3) Representatives to whom shall be referred all appeals and grievances from Odd Fellow Lodges or individual members and shall report to the Grand Lodge recommended action as they consider necessary. This Committee shall be in attendance at 10 AM, 1 day immediately prior to Sessions and during Sessions.

(6) Election Returns - ⁽²⁰¹²⁾ Shall consist of one (1) Representative who shall make all arrangements to conduct the Grand Lodge elections commencing at 2:00 p.m. on the first day of the Annual Sessions. The Grand Marshal and Grand Conductor, provided they are not candidates for Grand Lodge Office, shall assist in the collection of the ballots and the counting of the ballots. This Representative shall be in attendance at 10 am, 1 day immediately prior to Sessions and during Sessions.

(7) Rebekah Matters - Shall be composed of three (3) Representatives to who shall be referred all matters referred to them by the Rebekah Assembly. This Committee shall meet at the call of the Chair during Sessions.

(8) Travel and Per Diem - ⁽²⁰¹²⁾ Shall be composed of five (5) Representatives who shall review the payments prepared by the Grand Secretary and the Grand Treasurer for the Officers, Representatives, Past Elected Officers and pay the entitlement after the adjournment of the Annual Sessions. This Committee shall be in attendance at 10 AM, 1 day immediately prior to Sessions and during Sessions.

(9) State of the Order - ⁽²⁰¹²⁾ Shall be composed of three (3) Representatives, to whom shall be referred all matters concerning the condition, progress and purpose of the Order. This Committee shall be in attendance at 10 AM 1 day immediately prior to Sessions and during Sessions.

Section 12. Jurisdictional Lodge - In accordance with the Code of General Laws, Chapter IV Section 6. a Grand Jurisdictional Lodge shall be created and maintained for members of defunct Lodges.

Section 13. Compensation

(1) Elected Officers, Appointed Officers and Committees shall receive such allowances for expenses from appropriated funds when performing official duties during recess of the Grand Lodge.

(2) Salaried Officers shall receive such remuneration as may be appropriated.

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(3) Elected Officers, Appointed Officers, Representatives and Past Elected Officers shall receive such compensation as may be computed and appropriated.

(4) Mileage shall be computed in accordance with standard procedures.

Section 14. Districts

A. District Committees - There shall be a District Committee in every District which shall be composed of Past Grands in good standing, elected at the first meeting in February of each year as representatives of the several Lodges in the District. An Annual meeting of the District Committee shall be held on or before March 7th for the purpose of recommending a Past Grand to the Grand Master as the District Deputy Grand Master-elect.

B. District Bylaws - Each District shall submit a set of Bylaws to the Grand Lodge, according to the Model Code of Bylaws for Odd Fellow Districts, for approval. The Bylaws shall be reviewed by the District and submitted for approval at least every five years.

Section 15. Odd Fellow, Degree and Rebekah Lodges

A. Application: This Grand Lodge will grant Charters to Odd Fellow, Degree and Rebekah Lodges, subject to the terms and conditions imposed by the Constitution and Bylaws of this Grand Lodge, upon receipt of the written application of the required number of properly qualified persons and the Charter Fee.

(1) During the recess of the Grand Lodge, the Grand Master, at his/her discretion may issue dispensations for the Institution of such Lodges.

B. Odd Fellows Lodges

(1) An application for a Charter for an Odd Fellows Lodge must include a minimum of fifteen (15) names.

(a) In a locality where a Lodge already exists, not less than ten (10) of the persons must be in possession of the Third Degree and holders of unexpired withdrawal cards.

(2) Where it is deemed advisable by the Grand Master to constitute a new Lodge in a locality where none already exists, he or she or a duly commissioned Deputy, may initiate and confer the degrees upon a sufficient number of the applicants for a Charter to constitute the new Lodge.

(3) Upon the receipt of a properly signed application from the constitutional number of qualified persons and the Charter Fee of thirty dollars (\$30.00), the Grand Master being satisfied of the eligibility of such applicants, may issue a dispensation for the opening of a new Odd Fellows Lodge, and in person, or by deputy, shall proceed with the institution thereof, and the Grand Master may direct that a Charter is at once issued to such Lodge.

(a) All the necessary books and blank forms for the new Lodge shall be supplied at such rates as may be fixed by the Grand Lodge.

(b) The new Odd Fellow Lodge shall have the authority to initiate and receive into membership persons resident within its jurisdiction, provided however, that in any City or Town where there are two or more Lodges, their jurisdiction shall be concurrent and it may also confer degrees upon a member of any other Lodge without a fee, upon presentation of a request from that Lodge to do so, and such request should be accompanied by a sealed certificate that such person is qualified to receive the degree.

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- (4) Every New Odd Fellows Lodge shall obtain a suitable seal, a proof impression of which shall be deposited with the Grand Secretary.
- (5) The funds and properties of Lodges are by the provisions of their Charters and the laws of the Order, held only in trust for charitable purposes;
 - (a) donating them for other than such purposes, or in any manner dividing them among the members individually, is a violation of such trust and the law.
 - (b) the penalty for which is expulsion from the Order and any member participating in such illegal diversion of Lodge property from its legitimate objects will be held personally responsible for the money or effects so diverted and will be liable to prosecution by the Grand Lodge in the civil courts.
 - (c) If a Lodge shall fail from any cause, all moneys and properties, together with the Charter, shall be surrendered to the Grand Lodge, to be held in Trust and applied as hereafter provided.
- (6) Lodges shall maintain their properties, real and personal, in a neat, presentable and sanitary condition so that the same are creditable evidence and representations of the Order.
 - (a) The Executive Committee shall examine and investigate, or cause to be examined and investigated such properties of any Lodge and direct repairs, or rehabilitations are made as may be deemed necessary to comply with the foregoing requirements.
 - (b) Any Lodge failing to comply with such directions shall be guilty of a violation for which the Executive Committee may take or cause to be taken into the custody of the Grand Lodge, the Charter, property and Effects of such Lodge.
- (7) Lodges shall familiarize and comprehend the degrees and shall be able at all times to exemplify at least one degree in a dignified, proper and complete manner and failure to do so may result in the Executive Committee taking custody of the Charter, property and effects of the Lodge as specified in Chapter XXXIII, Section 3 (J) of the Code of General Laws.
- (8) Dispensations: The Grand Lodge, or in its recess the Grand Master, shall have the authority to issue dispensations, countersigned by the Grand Secretary, to any Lodge under this Jurisdiction, to exempt it in any particular case, from the operation of any of the various regulations other than financial, by which it is governed, or to enable it to proceed to any matter with other than the usual and prescribed formalities whenever the Grand Lodge or Grand Master deems it for the interest and welfare of the Order to do so.
- (9) The Grand Lodge shall group the Lodges in the Jurisdiction into Districts, making such arrangements, from time to time as circumstances may suggest and require, and as shall seem most fit and expedient.
- (10) When the membership of any Lodge becomes less than fifteen, the terms of the original Charter shall become subject to review by the Grand Master and the Executive Committee and continuation of the Lodge under the Charter shall be dependent upon a satisfactory plan to operate the Lodge in accordance with the intent of the Constitution and Bylaws of the Grand Lodge of Ontario.
- (11) Any Lodge failing to file completed returns and pay the Per Capita Dues or Assessments required by the Bylaws of this Grand Lodge for twelve months, shall become liable to forfeiture of its Charter, which may be recalled by the Grand Master, or by vote of the Grand Lodge at any Annual Session.
- (12) Any Lodge failing to meet for three consecutive months shall be liable to forfeiture of its Charter and it shall be the duty of the Officers and Members of such Lodge to transmit to this Grand Lodge, when and if required, the Charter, books, funds and other property of said Lodge.

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- (13) The Grand Master may take into custody of the Grand Lodge the Charter, property and effects of any Lodge which shall willfully fail or neglect to conform to the laws of the Grand Lodge or to the laws, regulations and practices of the Order or shall be guilty of insubordination or misconduct or shall willfully operate in surroundings or under conditions prejudicial to the dignity and welfare of Odd Fellowship.
- (14) Upon suspension or expulsion of a Lodge, or the surrender or forfeiture of its Charter, it shall be the duty of the last installed Officers to assign, convey, transfer and deliver over, or cause to be so done, to the Grand Lodge, the Charter of the Lodge and all books, papers, properties real and personal, funds, securities and all other assets of the Lodge.
 - (a) The Grand Master may appoint the District Deputy Grand Master or any Past Grand to take charge of all assets on behalf of the Grand Lodge.
 - (b) All assets shall be held subject to the Grand Lodge with authority in the Executive Committee to sell and dispose of the assets and to authorize the execution of any necessary deed, conveyance, transfer or assignment by the attachment of the seal of the Grand Lodge attested by the signatures of the Grand Master or the Deputy Grand Master and the Grand Secretary.
 - (i) Any Officer or Member of the Lodge who refuses to assign, convey, transfer or deliver over any assets in his/her possession or control shall be forever excluded from membership or fellowship in the Order, notwithstanding such Lodge should afterwards be restored to good standing.
 - (c) After the Charter of the Lodge has been duly and properly surrendered to the Grand Lodge, a member of such Lodge who had been a Beneficial member or his/her legal representative shall not be entitled to any death or sick benefits.
 - (i) This condition is subject to the provisions of Chapter III, Section 15 B.(14) (d) (iii) following as to retaining of funds by the Grand Lodge for the period as provided.
 - (d) All effects or funds received by the Grand Lodge from any Odd Fellow Lodge or Degree Lodge under the preceding clause shall be held in trust; first
 - (i) for the benefit of any Member, widow or orphans entitled to benefits in accordance with the Bylaws of such Lodge at the time of the dissolution or suspension of the same.
 - (ii) the balance, if any, to be returned to such Odd Fellows Lodge should it be reinstated, or upon the expiration of the period of its suspension; provided
 - (iii) that should the Lodge not be restored to fellowship within one year, the funds and properties of the Lodge may be disposed of or used under the direction of the Grand Lodge for such charitable purposes as in the judgment of the Grand Lodge may be deemed advisable.
- (15) Members of an extinct Lodge, upon payment of all arrears due by them at the time of the dissolution of the Lodge, may receive a card from the Grand Secretary which shall have all the force and effect of an expired withdrawal Card;
 - (a) the Grand Lodge, or during recess the Grand Master, may direct the issue of cards to such members without the payment of arrears or upon payment of such portions as may be deemed sufficient, upon satisfactory reasons being shown; provided
 - (i) always, that the Grand Master and Grand Secretary shall be satisfied that the applicant was not implicated in breaking up of the Lodge or in any illegal distribution or use of the funds of the Lodge.
 - (b) Upon application to the Grand Lodge of one or more members of an extinct Lodge which has not been merged into or amalgamated with any other Lodge, for the restoration of such Lodge to fellowship, such applicants as the Grand Lodge may approve, may be restored to

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fellowship in said Lodge, together with the Charter and effects belonging to the Lodge at the time of its extinction, unless such effects shall have been disposed of as provided in Chapter III, Section 15. B. (14) (d) (iii).

(16) Mergement: A Lodge desiring to surrender its Charter and be merged into another Lodge shall present to the Grand Lodge, or during recess to the Grand Master, a petition over its seal and the signatures of its Noble Grand and Secretary to that effect, showing that the question of mergement had been voted upon and approved after due notice was sent to each member; and there are not five qualified members able and willing to retain the Charter and work for the Lodge; and giving a statement of the Lodge's funds, effects, assets and liabilities.

(a) A certified statement from the Lodge into which the petitioners desire to be merged must accompany the petition and it shall set forth the receiving Lodge's willingness to receive the members, assume the liabilities and responsibilities of the petitioning Lodge; and certifying that the names of the petitioning members have been submitted to an Interviewing Committee, have been reported upon; and have been approved and accepted by a majority vote by ballot.

(b) The certified statement shall also state that the rights of beneficial members in good standing shall be protected after mergement with a scale of death and sick benefits for amounts not less than that provided by the Bylaws of the Lodge into which said mergement is being made.

(i) provided that sufficient funds are being transferred to support these financial obligations to such beneficial members; and provided that the Lodge that does not have an adequate Benefit Reserve Fund, otherwise the benefits referred shall be eliminated and no longer payable and such beneficial members shall be deemed to be non-beneficial members.

(c) Upon receipt of said petition and resolution, the Grand Lodge, or Grand Master during recess, may grant the prayer of the petition and authorize the local District Deputy Grand Master, or a Special Deputy, to oversee the proposed mergement.

(d) The said petitioning Lodge shall, within one month of the granting of the petition, transfer, convey and deliver up to the Lodge into which it proposes to merge, all assets, funds, furniture, regalia, books, papers and effects, except the Charter, which shall be delivered up to the District Deputy Grand Master, or Special Deputy.

(i) the names of all the members who have been balloted upon and accepted by the Lodge into which it proposes to merge, shall at once be entered upon the roll of membership of the merged Lodge.

(ii) such Lodge shall assume all the liabilities and responsibilities of the said merging Lodge;

(iii) the members received shall have such rank and standing as shown on the books of said merging Lodge.

(e) From and after the date of the entry of their names upon the roll, each and every member whose name shall have been entered, shall be deemed to be a member of the petitioned Lodge and subject to the same laws and entitled to the same rights, benefits and privileges to the extent as if they had joined the last mentioned Lodge by Card.

(f) Upon the completion of the mergement, the District Deputy Grand Master or Special Deputy shall make a report to the Grand Master certifying that he or she has witnessed the transfer of assets by the one Lodge and the entry of the names of members on the roll of the other Lodge;

(i) The D.D.G.M. or Special Deputy shall return the Charter of the Lodge which has been merged together with the names of those members on the roll who have not entered into the mergement, if there are any;

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- (ii) said members may upon application to the Grand Secretary, receive a Card, as provided for in the case of members of extinct Lodges.
- (17) Uniting Lodges: When two or more Lodges desire to be united, each Lodge shall present a petition to that effect to the Grand Lodge, or Grand Master during recess, the petitions shall
 - (a) set forth that the question of union had been voted upon after due notice was sent to each member, the question was approved and there are not five members able and willing to retain the Charters and do the work of the Lodges;
 - (b) give statements of the funds, effects, assets and liabilities of each Lodge and a list of the members, with their rank and financial standing in their respective Lodge together with their mailing address.
 - (c) Upon the receipt of said petitions, the Grand Lodge, or Grand Master during recess, may grant the prayer and authorize the amalgamation of the petitioning Lodges.
 - (d) When the union of the petitioning Lodges has been approved, the Grand Master shall cause a notice to be sent to each un-suspended member of the Lodges at least one week prior to the date fixed for effecting such union and shall summon them to be present at the time and place for that purpose; and
 - (i) shall also notify the Officers of the Lodges to produce and surrender at said time and place all funds, effects, books, papers and Charters of the said Lodges.
 - (e) When all funds, effects, books, papers and Charters have been produced and surrendered, the Grand Master shall issue a dispensation for a Lodge to the members of the Lodges present and desiring to be united, and shall, in person or by Deputy, institute the same; and shall transfer to it, as soon as instituted, all the funds, effects, books and papers of the united Lodges;
 - (f) Any member of any of the united Lodges who shall fail to be present at the Institution of the united Lodge may, upon application to the Grand Secretary, receive a withdrawal card, as provided for members of extinct Lodges, and should he or she apply for admission by such Card to the united Lodge within six months from the date of its institution, the vote necessary for election to membership shall be a majority vote by ballot of those present and voting.
- (18) Appeals: Any Lodge or Member may appeal to the Grand Master and therefrom to the Grand Lodge against any decision or order of a Lodge, an Officer of a Lodge or an Officer of the Grand Lodge.
 - (a) An appeal shall contain the full record of the facts in the case certified under the seal of the Lodge interested, together with the text of the decision, if any rendered, and a statement of the grounds upon which the appeal is based.
 - (b) All appeals shall be in writing and all appeals to the Grand Lodge shall be filed with the Grand Secretary within two months from the decision or order being appealed.
 - (c) A Transcript of the proceedings, properly certified, shall be sent with the appeal and a copy of the appeal shall be delivered to the opposite party within the same two months.
 - (d) If the appeal is against the decision of a Lodge, the Lodge shall on demand, on receiving the proper costs and charges thereof, furnish the appellant with a copy of all proceedings in the case, duly certified. In the event of the appeal being sustained, the member is thereby restored to his/her former rights, privileges and membership unless the Grand Lodge orders otherwise.

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C. Degree Lodges

(1) New Degree Lodges: When members of any Lodge under the Jurisdiction of the Grand Lodge of Ontario, express a desire to establish a Degree Lodge in such place they shall authorize at least ten members of the Third Degree, two of whom must be Past Grands, to make a written application to this Grand Lodge to that effect.

(a) Such application shall be signed by the members so authorized and shall be accompanied by the Charter Fee of \$5.00; and by a certificate from the District Deputy Grand Master that the petitioners are properly qualified, and by a certificate over the seal of the Lodge or Lodges with which they are connected that they are members in good standing and that they have been duly authorized by their Lodge or Lodges to apply for such Charter.

(b) When the necessary authority is obtained from the Grand Master, the District Deputy Grand Master shall summon all Third Degree members in good standing in their Lodge or Lodges, and proceed with the Institution of the Lodge and the election and installation of Officers in the prescribed manner and form.

(c) A Degree Lodge shall be composed of members in good standing in the Order, of the Third Degree, resident within the jurisdiction of the Degree Lodge, and all business (except that of conferring the First and Second Degrees of this Order) shall be transacted when open in the Third Degree.

(d) Loss of good standing, suspension or expulsion from membership in an Odd Fellows Lodge shall at once similarly affect the member's standing in the Degree Lodge and the reinstatement in the Odd Fellows shall be considered reinstatement in the Degree Lodge.

(e) The elective Officers of the Degree Lodge shall be a Degree Master, Deputy Degree Master, Secretary, and Treasurer who shall be elected annually by a majority vote of those present and voting.

(f) Nominations and elections for elective Officers shall be made conducted in December and installation of Officers shall take place at the first regular meeting in January.

(g) The appointed Officers shall be Warden, Conductor, Outside and Inside Guardians, First, Second, Third and Fourth Assistant Degree Masters to be appointed by the Degree Master on the night of installation of Officers.

(h) No member shall be eligible for the Office of Degree Master or Deputy Degree Master who is not a Past Grand in good standing.

(i) The Degree Master shall occupy the place of the Noble Grand in an Odd Fellows Lodge, the Deputy Degree Master that of the Vice Grand, the First and Second Assistants that of the Right and Left Supporters of the Noble Grand, the Third and Fourth Assistants those of the Right and Left Supporters of the Vice Grand;

(i) these and all other officers of the Degree Lodge shall in addition to the special duties imposed upon them by the ritual shall perform the duties and exercise the powers of the officers holding corresponding positions in an Odd Fellows Lodge.

(j) The application of a member for any degree, with the fee for the same, must be received by his/her Odd Fellows Lodge which will conduct the ballot;

(i) all balloting shall take place when the Lodge is open in the Initiatory Degree and a single Ballot may be taken for all degrees to be considered for the member.

(ii) If a majority of white balls appear the ballot shall be approved and a certificate to that effect shall be granted to the member. This certificate on being presented to the Degree Lodge, shall be its authority for conferring the degree or degrees approved.

(k) A Degree Lodge may, with the consent of two-thirds of the members of the Odd Fellows Lodge or Lodges connected with it present and voting at a regular meeting of such Odd Fellows Lodge or Lodges, charge an entrance fee and stated dues.

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- (i) If no fees or dues are charged, the expenses of the Degree Lodge shall be borne by the Odd Fellows Lodge or Lodges to which the Degree Lodge members belong.
- (l) An Odd Fellows Lodge may provide in its By-laws for the payment to the Degree Lodge part or all of the regular charge for the degrees.
- (m) Degree Lodges shall be subject to the Laws, Constitution of the Grand Lodge and its Bylaws but it shall concern itself with the preparation and conferring of degrees and shall annually submit a report to the Grand Lodge stating the number of degrees conferred and an audited financial statement, if there be any moneys received or disbursed by the Lodge. The Lodge shall not pay per capita dues to the Grand Lodge.

D. Rebekah Lodges

- (1) New Rebekah Lodges may be instituted on the application of fifteen or more persons who are qualified for membership, or a petition of five Sisters possessing the Rebekah Degree, and supported by a sufficient number of applicants for the degree to ensure a membership of not less than thirty-five (35) at the time of Institution.
 - (a) Such application shall be signed by the applicants and shall be accompanied by the Charter fee of \$5.00; and certificates of qualification from the Lodge to which the applicants belong and by recommendation from a Lodge in the territorial district from which the application comes, provided that in a City or town having two Odd Fellows Lodges, it shall be necessary to have the recommendation of one of the Lodges.
 - (i) The Charter fee shall be paid to and become the property of the Rebekah Assembly of Ontario.
 - (b) Rebekah Lodges shall have power to receive into membership by initiation members in good standing in Odd Fellows Lodges and any other person of good moral character as specified in Code of General Laws Chapter III, Section 1.B. and to receive on deposit of card, qualified members of the Rebekah Degree from other Lodges;
 - (i) All applications for admission shall be referred to an investigating committee appointed by the Noble Grand; and on the receipt of the Committee's report a ballot shall be taken and if a majority of the balls or cubes are white the candidate shall be eligible for membership.
 - (c) Rebekah Lodges shall have the power to adopt such By-laws and Rules of Order as they deem necessary, provided that no such Bylaws or Rules of Order shall become operative until after they have been approved by the Rebekah Assembly of Ontario or in its recess by the Committee on Bylaws.
 - (d) Rebekah Lodges shall be subject to all the laws applying to Odd Fellows Lodges in regards to Sessions, terms, election and appointment of Officers, returns, trials and penalties and forfeiture of Charter, in so far as the same may be applicable.

Section 16. Funds.

- A. Home Funds.** ⁽²⁰¹⁰⁾ National Trust shall be the trustee of the home funds, specifically the Special Endowment Fund, Consolidated Reserve Fund and Consolidated Endowment Fund. National Trust assumes all responsibility for the management, investment and administration of these funds. In carrying out its duties and obligations in the administration of these funds, National Trust shall have the right from time to time to employ and compensate from income of the funds and if necessary the capital, agents, chartered accountants, bookkeepers, barristers, solicitors, brokers and advisors deemed by it to be necessary for the proper administration of the funds and to do so without any liability for any neglect, omission, misconduct or default of such employed person or persons or

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corporation, provided that such person or persons or corporation was selected and retained with a reasonable care.

Note: the Home Improvement Fund Trust entire capital was paid to I.O.O.F. Senior Citizens Homes Inc. in May 1997 to fund construction of an addition. (The affidavit of Robert Dyson Finlayson was sworn April 11, 1997.) Consequently this trust was wound up.

All requests for financial assistance from the home funds shall be made to National Trust, whose decision shall be final and binding on IOOF Seniors Homes Inc. and the Grand Lodge of Ontario I.O.O.F., and to the extend that such requests are granted, they shall be satisfied out of the funds administered by National Trust in the following order of priority:

- (1) Special Endowment Fund,
- (2) Consolidated Reserve Fund,
- (3) Consolidated Endowment Fund

(1) **Special Endowment Fund.** ⁽²⁰¹⁰⁾ The Special Endowment Fund shall consist of all moneys now standing at the credit of the said Fund and of contributions made thereto, bequests and moneys received from life insurance and of moneys standing at the credit of residents of the Home at the time of their death.

- (a) the principal of the said fund to remain intact, except for payments to agents, professionals and remuneration to the National Trust in their dealings associated with this trust.
- (b) The net income derived from this fund shall from time to time be distributed in the following order,
 - (i) firstly to pay to the IOOF Seniors Homes Inc., or any successor corporation, payments to defray any operating deficit on the Home;
 - (ii) secondly, to pay to the aged and needy members of the I.O.O.F. who are eligible therefor, payments to provide assistance as determined by the Board of Directors of IOOF Seniors Homes Inc.;
 - (iii) thirdly, to pay to the IOOF Seniors Homes Inc., or any successor corporation, payments for maintenance and extension of the Home;
 - (iv) fourthly to pay the remaining net income to a charity or charities which are registered charitable organizations under the provisions of the Income Tax Act (Canada) as amended, for such other charitable object or charitable objects of the Grand Lodge as provided in the Grand Lodge of Ontario of the Independent order of Odd Fellows Act, 1929, or any amended version thereof, or any other successor statute, as determined and directed by the Executive Committee of the Grand Lodge.

(2) **Consolidated Reserve Fund.** ⁽²⁰¹⁰⁾ There is hereby established a Fund, to be known as the Consolidated Reserve Fund, which shall consist of all moneys and investments of the Special Reserve Fund and the Depreciation Reserve Fund, together with all monies that may hereafter be contributed thereto in the form of donations, gifts of any kind, special assessments or allocations of surplus funds by Grand Lodge or by the Odd Fellows Home, or unexpended income from the

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Consolidated Reserve Fund or any other money which may be properly transferred to or received by the Consolidated Reserve Fund.

- (a) The said fund shall be an endowment fund. The principal shall remain intact except for payments to agents, professionals and remuneration to the National Trust in their dealings associated with this trust. The net income shall be used for future building or extension requirements of the Home or for the replacement of the Home buildings, equipment and furnishings.
- (b) The word "Home" as used in the recital to the objects of the Consolidated Reserve Fund shall be defined as the IOOF Seniors Homes Inc. and any licensed senior citizens home providing residential support services to senior citizens, or long term care facility providing residential support services to senior citizens, or an orphanage which the Grand Lodge of Ontario may in the future wish to establish. Such facilities must be registered charitable organizations under the Income Tax Act.

(3) **Consolidated Endowment Fund.** ⁽²⁰¹⁰⁾ The Consolidated Endowment Fund is, hereby established and shall consist of all moneys in and investments of the Centennial Endowment Fund, and the Toronto Home Property Realization Fund, together with all moneys that may hereafter be contributed to the Consolidated Endowment Fund in the form of donations, bequests, gifts of any kind, special assessments, unexpended income from the Consolidated Endowment Fund investments and any other moneys which may properly be transferred to or received by the Consolidated Endowment Fund.

- (a) The Consolidated Endowment Fund shall be managed by National Trust, and shall be invested in such securities as are authorized for the investment of funds by Canadian Life Insurance companies.
- (b) National Trust shall from time to time distribute all of the net income derived from the Fund, such distribution to the following persons and corporations in the order provided below:
 - (i) firstly, to pay to the IOOF Seniors Homes Inc., or any successor corporation, payments to defray any operating deficits on the Home;
 - (ii) secondly, to pay to the aged and needy members of the I.O.O.F. who are eligible therefor, payments to provide assistance as determined by the Board of Directors of IOOF Seniors Homes Inc.;
 - (iii) thirdly, to pay to the IOOF Seniors Homes Inc. or any successor corporation, payments for maintenance and extension of the Home;
 - (iv) fourthly, to pay the remaining net income to a charity or charities which are registered charitable organizations under the provisions of the Income tax Act (Canada) as amended, or for such other charitable object or charitable objects of the Grand Lodge as provided in the Grand Lodge of Ontario of the Independent Order of Odd Fellows Act, 1929, or any amended version therein, or any other successor statute, as determined and directed by the Executive Committee of the Grand Lodge

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(v) The Principal shall remain intact, except for payments to agents, professionals and remuneration to the National Trust in their dealings associated with this trust.

B. General Funds.

(1) Life Membership Fund. The Life Membership Fund shall consist of all moneys that may have already or may hereafter be collected by the Odd Fellows lodges for life membership and shall be administered in accordance with the provisions of Chapter IV, Section 2 C of the Code of General Laws by a Board of Trustees consisting of the Grand Master, Grand Secretary and Grand Treasurer.

(2) Bonding Fund. The Bonding Fund shall be maintained at not less than \$25,000 nor more than \$50,000.

(a) All moneys in the Fund shall be invested in securities which are permitted by the Trustee Act of the Province of Ontario.

(i) The interest accruing from these securities shall be credited to the fund and be available for the payment of claims.

(ii) Assessments upon Odd Fellows Lodges, Encampments, Cantons, Ladies Auxiliaries and special committees shall be credited to the Fund until it reaches the maximum of \$50,000.

(iii) When the fund has reached the sum of \$50,000. assessments and interest on investments shall be transferred to the general income of the Grand Lodge of Ontario.

(b) Odd Fellows Lodges, Encampments, Cantons, Ladies Auxiliaries and special committees shall be assessed at the rate of not less than .30 cents per hundred per annum payable at the time of submitted respective Annual Returns to cover officers requiring bonding as approved in respective Constitutions and By-Laws.

(i) Odd Fellows Lodges, Encampments, Cantons, Ladies Auxiliaries and special committees may increase the amount of the bond for any officer and if not already bonded may join the bonding fund upon payment of the assessment outlined in this By-law.

(c) The Executive Committee of this Grand Lodge shall have power to review all applications for bonding and shall decide upon the maximum amount of coverage for any person or persons; it:

(i) shall maintain and administer the fund;

(ii) shall establish such rules and regulations as may be necessary from time to time to provide suitable bonding agreements;

(iii) shall scrutinize all claims against the fund;

(iv) shall see that fair and equitable adjustments are made in settlement of claims;

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(d) The Executive Committee of this Grand Lodge shall supervise the bonding of officers of Odd Fellows Lodges as required in Clause 36 of the Constitution of Odd Fellows Lodges.

(i) The bonding of the financial officers of Encampments may be undertaken through this fund subject to the conditions of the preceding subsections of this clause if requested by the Advisory Board of the Grand Encampment of Ontario, I.O.O.F.

(ii) The bonding of the financial officers of Ladies Encampment Auxiliaries may be undertaken through this fund subject to the conditions of the preceding subsections of this clause if requested by the Executive Committee of the Grand Ladies Encampment Auxiliary, I.O.O.F.

(iii) The bonding of the financial officers of Cantons may be undertaken through this fund subject to the conditions of the preceding subsections of this By-law if requested by the Executive officers of the Department of Ontario Patriarchs Militant.

(iv) The bonding of the financial officers of the Department Association of Ontario, Ladies Auxiliaries Patriarchs Militant may be undertaken through this fund subject to the conditions of the preceding subsections of this By-law if requested by the Executive Officers of the Department Association of Ontario, Ladies Auxiliaries Patriarchs Militant.

(v) The bonding of the financial officers of the Toronto General Relief Board may be undertaken through this fund subject to the conditions of the preceding subsections of this By-law if requested by the Executive Officers of the said Board.

(vi) The bonding of the financial officers of the Central Committee and financial officers of any local committee as described in Chapter III, Section 3 D (4) may be undertaken through this fund subject to the conditions of the preceding subsections of this By-law if requested by the Central Committee of that program.

(e) The bonding of the financial officers of such other committees approved by the Grand Lodge of Ontario may be undertaken subject to the approval of the Executive Committee of the Grand Lodge.

(3) Lodge Rehabilitation Fund. The Lodge Rehabilitation Fund shall consist of all moneys now standing to its credit together with all moneys that may hereafter be contributed through donations, bequests, gifts of any kind, special assessments or allocations, or any other money which may be properly transferred to or received by the Lodge Rehabilitation Fund.

(a) This fund shall be used solely for the purpose of assisting lodges whose funds have been reduced, through circumstances beyond their control, to an extent that impairs their usefulness and all appeals for assistance from this fund shall be directed to the Grand Secretary and placed before the Executive Committee for consideration.

(b) The fund shall be maintained at a minimum of not less than \$1,000 at all times and whenever, in the opinion of the Grand Master, the fund is not sufficient to meet the several awards approved by the Executive Committee, he or she may issue a general appeal to all lodges and members of the jurisdiction for donations to the fund.

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- (c) The fund shall be limited to a maximum of \$25,000 at all times, whereupon at this level all excess moneys generated or earned shall be transferred to the general income of the Grand Lodge of Ontario.
- (d) The Grand Master and the Executive Committee may donate sums not to exceed \$500.00 to lodges in need of financial assistance toward the cost of redecorating or making minor repairs.
- (e) All requests for loans from the fund, when sufficient funds are available and having been approved by the Executive Committee shall be granted accordingly.
 - (i) Such loans shall bear a preferred rate of interest until fully repaid and shall be covered by a legal agreement between the lodge and the Grand Lodge of Ontario upon sufficient security so that its return will be assured for the use of other lodges in similar difficulties.
- (f) No requests for assistance will be considered unless the applicant has first met the terms of the Constitution of Odd Fellows Lodges with respect to fees and dues and have collected all arrears of dues and have met all other matters that normal circumstances should have rendered them to be in a sound financial position.
 - (i) This does not preclude giving assistance to lodges which might have been faced with an emergency resulting from fire, flood, hurricane, lightning or other such disaster over which it had no control.

(4) Benefit Trust Fund. The Benefit Trust Fund shall consist of all moneys held on behalf of Ontario Odd Fellows Lodges for their Beneficial Members.

- (a) The Grand Lodge and the Odd Fellows lodges shall jointly execute a Trust Indenture which will protect the Beneficial members, their heirs, assigns and estates.
- (b) A List of all Beneficial members will be held by the Grand Lodge with the appropriate lodge By-laws specifying the entitlement of benefits.
- (c) The funds transferred from each of the lodges will be invested by the Grand Treasurer in short term investments appropriate for the conditions of the Trust.
 - (i) The yearly income will be returned to each of the participating lodges according to their proportional share of the total investment pool, after deducting a one half percent (½%) fee for administration expenses by the Grand Lodge.
- (d) Each lodge having Beneficial members will inform the Grand Secretary when a death of a Beneficial member occurs and a cheque for the total entitlement, as recorded in the Grand Lodge records, will be issued, payable to the estate of the deceased members and sent to the lodge for delivery to the appropriate party.
- (e) The supporting documents of the fund will be kept in the Grand Lodge office and the results of the yearly transactions will be included in the annual audit by the Grand Lodge external auditors.

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(5) Disaster Fund. A fund to be known as the Disaster Fund shall hereby be established for the purpose of providing a means of making contributions to persons who are suffering from a major disaster and declared as such by a level of government.

- (a) A disaster area declared by a local, provincial or federal government shall be defined as one caused by flood, fire, tempest, cyclone, hurricane, explosion or any of those unpredictable and destructive acts that render families homeless or in circumstances that insurance is insufficient to rehabilitate them or who are left in extreme conditions during a period of rehabilitation.
- (b) The fund shall be administered by the Grand Master and the Executive Committee who may make contributions to the proper authorities in the name of the Independent order of Odd Fellows.
- (c) ⁽²⁰¹⁹⁾All monies standing to the balance of the Disaster Fund currently will be transferred to an asset account of the Grand Lodge General Fund entitled Disaster Fund. Voluntary contributions by Lodges or Individuals will be held in the asset account for disbursement as required subject to the above clauses. .

(6) Headquarters Endowment Fund. There is hereby established a fund to be known hereafter as the Headquarters' Endowment Fund, which shall consist of all moneys received by the Grand Lodge of Ontario, I.O.O.F. from the sale of its shares in the I.O.O.F. Hall Association of Toronto, Limited.

- (a) The fund shall be owned and managed by the Grand Lodge of Ontario, I. O. O. F ' through the Executive Committee, and may be invested in bonds, shares, mortgages, real estate and term deposits or current/savings accounts with banks or trust companies operating in Canada.
- (b) The interest, dividends and rents received from the investments shall be used, firstly
 - (i) to offset any Grand Lodge operating deficit each year and secondly
 - (ii) any residual balance remaining is to be retained within the fund.
- (iii) The principal and any adjusted principal is to remain intact, and is to be used for no purpose other than as stated in this By-Law, unless it is needed for the purchase or development of a future Grand Lodge headquarters in Ontario, and such purchase or development has been approved by the majority of the voting representatives present at a regular Annual Sessions of the Grand Lodge of Ontario, I.O.O.F. or by the members of the Executive Committee between Sessions.

(7) Investment of Special Funds. The funds of the Life Membership fund shall be managed by the Grand Lodge of Ontario, I.O.O.F. and shall be invested in such investments as may be authorized by By-law for the investment of trustee funds in the Province of Ontario and in no event shall any of the special or general funds of the Order be loaned to Lodges of the Order or to members of the Order.

- (a) Provided that the foregoing shall not be construed so as to prevent the investment of the general funds only of Grand Lodge when available in the purchase of shares of the capital stock of the I.O.O.F. Hall Association of Toronto, Limited, and the holding of such shares

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during such time as the office of the Grand Lodge shall be maintained in the building owned by the I.O.O.F. Hall Association of Toronto, Limited.

C. Allan Simpson Educational Fund.

There is hereby established a fund to be known hereafter as the Allan Simpson Educational Fund, which shall consist of all monies received by the Grand Lodge of Ontario, Independent Order of Odd Fellows, from the estate of the proponent, the late Allan Simpson.

- (1) The fund shall be owned by the Grand Lodge of Ontario, Independent Order of Odd Fellows and shall be managed by a committee consisting of the Grand Master, Deputy Grand Master, Grand Secretary, Grand Treasurer and up to two appointed members at large, one of which will be appointed as Bursar. The Bursar will demonstrate his/her experience and qualifications as a Bursar of a College/University. The appointed members are to be appointed by the aforementioned Grand Lodge Officers, prior to the close of each Grand Lodge Session.
- (2) this fund is established with the principal to remain intact.
 - (a) All monies shall be invested in securities which are permitted by the Trustee Act of the province of Ontario.
 - (b) the interest accruing from these securities shall be credited to the fund and be available for educational and administration purposes.
 - (c) ⁽²⁰²⁴⁾the fund is established to assist with the costs of post secondary education, i.e., College/University. Grants to cover tuition, residence and expenses will be available. Funds to be made available first, to "Full Orphans" both parents being deceased, with preference being given to full orphans of deceased Odd Fellows Lodge members, and, second, to applicants of a single parent home with preference being given to those with living Odd Fellows Lodge Members, and third, to applicants of a single parent home with no Odd Fellows Lodge attachment
 - (d) funds disbursed are grants; therefore there will be no repayment of these funds.
 - (e) payments of tuition and residence will be made directly to the University/College Bursar on a term by term basis. Payments of funds will be subject to an application, with preference being given based on a demonstrated need. Students receiving grants will be required to maintain a passing average to continue receiving additional support from this fund.
 - (f) ⁽²⁰²⁴⁾funds available for disbursement will be a portion of the interest generated by the fund each year. The Grand Lodge of Ontario will be allowed a 1.25% administration fee each year based on the outstanding principle of the fund as at August 31, of the previous year. The maximum amount of this fee is to be restricted to seventeen thousand dollars (\$17,000.00) in any one year. Ten percent (10%) of the interest earned each year is to be added to the principle of the fund to preserve its capital value. The amount available for disbursement would be divided between a number of students as determined by the committee. Any funds not disbursed in a given year would be held for disbursement in subsequent years, or disbursed for emergency needs of students throughout their schooling as the need arises, and as determined by the Committee.

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(3) ⁽²⁰²⁴⁾An Applicant's initial application for funding must be made before he or she reaches their twenty second (22nd) birthday. Continued funding after the applicant's twenty second (22nd) birthday, shall be at the discretion of the Committee

Section 17. Per Capita and Assessments.

A. Revenue.

(1) Per Capita Dues. ⁽²⁰²⁵⁾The Grand Lodge shall be entitled to receive from each Odd Fellows Lodge, Per Capita Dues in the sum of Seventy-two dollars (\$72.00) per annum payable by equal semi-annual payments commencing with the Annual Returns for the term ending August 31st following Grand Lodge Sessions, for each un-suspended member on its books as shown by its latest Annual Return as to membership. Each Odd Fellows Lodge shall pay a minimum Per Capita Dues equal to seven (7) un-suspended members(Non-Contributing and Associate members exempted).

(a) In addition, each lodge shall be required to submit to the Grand Lodge of Ontario a sum of money in Canadian Funds, equivalent to the amount of Sovereign Grand Lodge dues, per annum, as set at each Annual Session of this Grand Lodge, payable semi-annually for each un-suspended member on its books as shown by its annual return as to membership and such sums shall represent the annual dues imposed by the Sovereign Grand Lodge and such additional dues or assessments in such amounts as may from time to time be amended by the Sovereign Grand Lodge. (Non-Contributing and Associate members exempted). The Sovereign Grand Lodge dues are to be accounted for separately, so that any gain or loss due to exchange rates can be used to adjust future year amounts to be collected for Sovereign Grand Lodge dues.

(2) **Rebates on Per Capita Dues** ⁽²⁰¹³⁾Deleted

(3) Sale of Supplies. All rituals, books and blank forms or other supplies necessary for the proper working of the lodge shall be provided by the Grand Lodge of Ontario and all supplies shall be ordered on the prescribed order form provided by the said Grand Lodge for this purpose, over the seal of the lodge.

(a) Upon delivery of supplies, the lodge will be invoiced by the Grand Lodge for the correct amount and the account shall be due and payable within 30 days of the date of such invoices.

(b) If payment is not received before the 30-day pay period has expired, then the Grand Secretary shall impose a penalty of 2% per month for each month or part month beyond the required payment date.

B. Disbursements.

(1) Honorariums. With the exception of the Grand Secretary and Grand Representatives, all elected Grand Lodge officers as defined in Chapter II, Article VI, Section 1 A of the Constitution of the Grand Lodge of Ontario shall be entitled to an honorarium to cover their reasonable travel expenses which will be incurred by them in the performance of the duties required by virtue of their offices.

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- (a) The duties of their offices shall include, but not be limited to, membership on various fraternal committees such as the Joint Youth Committee, the Ontario Research Committee, etc., the travel expenses to be absorbed by the honorariums.
- (b) Travel normally associated with the offices shall include visitations to lodges, councils, and districts and any special events as required, or when any officer is required to represent the Grand Master at his/her request, at any such visitation.
- (c) Travel expenses shall include but not be limited to, automobile expenses, tickets for any meals, transportation, hotels or motels and other miscellaneous expenses incurred while away from home.

(2) Travel and Per Diem When the Grand Lodge is not in Session, if any standing committee, Special committee or Task Force is required to have meetings or perform duties as specified in the By-Laws relating to the said Standing committee or Task Force, then the members in attendance can request to be reimbursed travel cost up to a distance equal to the distance from the lodge the member regularly attends or represents at the rates provided in Chapter III Section 17 B (2)(b).

- (a) Employees or contractors of the Grand Lodge of Ontario when required by their duties, notwithstanding any other provision contained in the Constitution of the Grand Lodge of Ontario, shall be paid travel and per diem at the rates provided.
- (b) The rate of travel shall be .15 cents per kilometre, both ways by the most direct highway route.
 - (i) The number of kilometres shall be determined by tables controlled by the Grand Secretary and a further provision that travel within Metropolitan Toronto is subject to a minimum travel allowance of Five Dollars (\$5.00).
- (c) The Per Diem allowance shall be thirty dollars (\$30.00) when in actual attendance at the Executive meetings or its committee meetings called and authorized by its Chairman, or at such other occasions where the Ontario Code of Odd Fellows Laws provides for payment of such Per Diem.
 - (i) Qualifying individuals travelling more than 300 kilometers one way and 600 kilometers two ways will receive one additional day Per Diem.

(3) Claims against Grand Lodge. All claims against the Grand Lodge shall be first placed in the hands of the Grand Secretary, and by him/her submitted to the Executive Committee, who shall examine and report on the correctness of the same.

- (a) No claim will be considered unless it is in the form of a completely itemized account.
- (b) When such claims have been reported correct and approved by the Grand Lodge, the Grand Master shall issue an order on the Grand Treasurer, attested by the Grand Secretary, for the payment of the same, which payment shall be duly entered in the books of the Grand Lodge by the Grand Treasurer.

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(c) In case of urgency, during the recess of the Grand Lodge, the Grand Master may, at his/her discretion, issue such order, making a report thereof to the Grand Lodge at its next regular session.

(4) Capital Expenditure. Capital expenditures are defined as purchases of equipment or other real property which are ordinarily depreciable in the hands of various members of the Independent Order of Odd Fellows under generally accepted accounting standards.

- (a) Grand Lodge personnel and appointed members of all standing or special Grand Lodge committees shall be subject to and accountable for following the provisions of this By-law.
- (b) Any new equipment, which is not replacing an existing device, and valued between \$100.00 and \$ 1,000.00 requires the approval of any two of the following: Grand Master, Grand Secretary or Grand Treasurer.
- (c) Any replacement of existing equipment, due to failure or obsolescence, with equipment for a similar purpose using the latest technology to meet the requirements of the day, requires the approval of any two of the following: Grand Master, Grand Secretary or Grand Treasurer.
- (d) Any new equipment over \$ 1,000.00 shall be requested by any two of the following: Grand Master, Grand Secretary or Grand Treasurer and shall be approved by the Executive Committee.
- (e) Line items in the yearly operating budget of the Jurisdiction which are not approved capital expenditures, shall not be used to purchase capital property and the Grand Secretary shall be empowered to prevent such payment.

C. Grand Lodge Contracts.

(1) Signing Officers The signing officers for contracts will be the Grand Master, the Grand Secretary and the Grand Treasurer. Any contracts requiring signatures shall be signed by any two of the three authorized signatures subject to Clauses (2) and (3) of this section.

(2) Prior Approval Any contracts requiring funds not provided for in the budget, shall first be presented to the Grand Lodge Executive Committee for their prior approval. In case of an emergency, the signing officers shall first obtain the approval of the Finance Committee of the Grand Lodge Executive Committee before proceeding with any such contract.

- (i) Notwithstanding Clauses (1), (2) and (3) of this section, any Committee can have its signing officers sign any contracts that fall within its pre-approved budgets, providing such budgets were approved by the Grand Lodge Executive Committee.
- (ii) Copies of all contracts signed by any Committee, shall be forwarded to the Grand Secretary.
- (iii) All committees shall adhere to the requirements of Clause (3) of this section prior to signing.

(3) Contracts subject to Laws All contracts shall be subject to the Laws of the Country, The Code of General Laws of the Independent Order of Odd Fellows and the Constitution and By-Laws of the Grand Lodge of Ontario.

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Section 18. Amendments These by laws may be amended, altered or repealed at any Session of the Grand Lodge by a two-thirds majority of the members present and voting, providing that all conditions have been complied with that are outlined in Chapter III, Section 1(A)8(a) of these Grand Lodge By Laws.

- (a) Grand Lodge may not proceed to consider any amendment of Grand Lodge Bylaws, Odd Fellows Lodge Constitution or any resolution whatsoever affecting the financial levies to be made on Odd Fellows Lodges unless notice of such proposed amendment or resolution is given in its exact terms at the Annual Session preceding that upon which it is to be considered.
- (b) Unless otherwise provided, By Laws enacted, amended, altered or repealed shall come into force and effect, or in the case of repeal be abrogated, on the 1st day of January following their approval by the Committee on Constitutions of the Sovereign Grand Lodge.
- (c) The Grand Secretary shall make arrangements, as soon as possible following the close each Regular Grand Lodge Sessions, for the reprinting of Grand Lodge By-law pages revealing By-Laws so enacted, amended, altered or repealed.
 - (i) One copy of each reprinted page shall be sent to each Lodge for their records, along with notification that further copies may be ordered as required by the Lodge.
 - (ii) The Grand Lodge may assess such reasonable charge as may be required to cover the cost of reprinting said pages.

Section 19. Standing Resolutions of the Grand Lodge of Ontario.

STANDING RESOLUTIONS

These legislative directives have been adopted by the Representatives at the Sessions so noted and will remain in effect until such time that they are repealed by the Representatives at a subsequent annual Session.

STANDING RESOLUTION No. 1 - Adopted at the 1991 Sessions

RESOLVED, that the Executive Committee of the Grand Lodge of Ontario be empowered to establish and appoint an Historiographer and supporting committee to continue the interrupted work of previous authors, bring the history of this Order in the Jurisdiction of Ontario to the present time and to arrange for its publication and distribution to lodges and interested members.

STANDING RESOLUTION No. 2 - Adopted at 1991 Sessions

RESOLVED, that this Grand Lodge approve the indemnification of its Executive Officers, his/her heirs, executors and administrators, and estate and effects, from any suits respecting the execution of his/her duties while in office through appropriate insurance, and the application of this resolution be referred for action to the Executive Committee of the Grand Lodge of Ontario.

STANDING RESOLUTION No. 3 - Adopted at 1991 Sessions

RESOLVED, that the Executive Committee be instructed to institute an appropriate means of checks and balances to regularly monitor the performance of all levels of authority including lodges, districts, councils, line officers, Grand Lodge committees and Grand Lodge office staff with power to enforce compliance with the Constitution, By Laws, rules and regulations of the Order and to make a formal

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report of its findings to the Representatives at each Grand Lodge Session.

STANDING RESOLUTION NO. 4 - Adopted at 1991 Sessions

RESOLVED, that the Executive Committee of the Grand Lodge of Ontario be required to post to all Odd Fellows lodges any future job vacancies as additional positions in Grand Lodge become available. such notice shall be circulated at least one month prior to any position being filled.

STANDING RESOLUTION NO. 5 - Adopted at 1993 Sessions

RESOLVED, that the Executive Committee of the Grand Lodge of Ontario be responsible to ensure publication of a proper and respectful eulogy or tribute to those important members of the Order who have passed away during the year, in the annual Reports of the Grand Master and Grand Secretary to the representatives at the annual sessions, namely the Advance Journal, and be it further

RESOLVED, that vital information concerning departed Odd Fellows be assembled by the Grand Secretary's office from Lodges and published in a distinctive section of the annual Journal of Proceeding.

STANDING RESOLUTION NO. 6 - Adopted at 1994 Sessions

RESOLVED, that the "Orders of the Day" for each successive Executive Committee of the Grand Lodge of Ontario meeting of this Grand Lodge have an automatic adjournment at 3:30 p.m. unless by an unanimous vote, the meeting will be extended.

STANDING RESOLUTION NO. 7 - Adopted at 1994 Sessions

RESOLVED, that the annual Journal of Proceedings of this Grand Lodge shall contain full details of the names, full addresses and telephone numbers of all lodge secretaries and that the address and telephone numbers of lodge halls or meeting places also be published and updated yearly in the official journal of this Grand Lodge. Such action to commence with the 1994 Journal of Proceedings.

STANDING RESOLUTION NO. 8 - Adopted at 2005 Sessions

RESOLVED, that the Grand Lodge will provide a hospitality suite for use by all members of this Grand Lodge and/or their alternates. Said hospitality suite shall be open to all members and/or their alternates at all times starting 24 hours prior to the opening of the Grand Lodge Sessions until 2 hours after the close of the same Sessions. Such hospitality suite shall be provided with a reasonable number of chairs for use by the voting members and/or their alternates.

STANDING RESOLUTION NO. 9 - Adopted at 2009 Sessions

Notwithstanding rule 2 & rule 23 chapter IV constitution of Odd Fellows lodges , the following is the suggested order of business for a lodge to hold an open meeting.

No "Gavel" No "Signs" No "Grips" No "Rituals" No "Passwords"

Both the anteroom and outside door (if there be one) are to be left open.

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Special dispensation will be obtained for an open meeting

Order of business

1. Call to order and welcome
2. Opening prayer by chaplain
3. Roll call of officers
4. Introduction of visitors and guests
5. Presentation of minutes of the previous meeting
(Can be held over til next meeting)
6. Report of visiting committee
7. Members reported sick or in distress
8. Unfinished business
9. New business
10. Good of the order
11. Closing prayer by chaplain

APPENDIX A

MODEL CODE OF BY-LAWS FOR ODD FELLOWS DISTRICTS

TITLE

Clause No. 1 - This District shall be known as -District No. of the Jurisdiction of the Grand Lodge of Ontario, and shall have all the powers and privileges permitted by the laws, rules and regulations contained in the Code of General Laws and the Code of Ontario Odd Fellows Laws.

MEMBERSHIP

Clause No. 2 - The District shall be composed of Past Grands in good standing in their respective lodges. The District representatives shall be a minimum of two Past Grands, in good standing, from each Odd Fellows lodge in the District.

Clause No. 3 - In the event that any elected representative to the District is unable to attend a District Meeting, and no regular lodge meeting intervening, the Noble Grand shall have the power to appoint a qualified Past Grand to officiate for the representative for said meeting, and he/she shall be given a credential to that effect signed by the Noble Grand and Secretary, and under the seal of the lodge.

VISITORS

Clause No. 4 - Any Past Grand in good standing in his/her Odd Fellows lodge (his/her official certificate being his/her credential) may attend the District meeting as a visitor, but the voting powers shall be confined to the legally elected or appointed representatives.

POWERS

Clause No. 5 - This District shall draft a set of Bylaws and rules for its own government, subject to the approval of the Committee on Laws of Odd Fellows Lodges.

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MEETINGS

Clause No. 6 - A meeting shall be held as soon as possible after the close of the sessions of the Grand Lodge of Ontario, but not later than June 30th, in the home town of the District Deputy Grand Master unless otherwise provided for. This meeting shall be called to install the District officers and to develop plans for organizing the District for the current term.

Clause No. 7 - A further meeting shall be held for the purpose of electing District officers on or before the first week in March.

Clause No. 8 - The District Deputy Grand Master may on his/her own initiative or at the request of the representatives, call for special meetings for specific needs and no business may be transacted other than that stated in the notice calling such meeting.

TRANSFER OF PROPERTIES

Clause No. 9 - All moneys, books and papers or other property belonging to the District in the possession of the District Deputy Grand Master, or Secretary and Treasurer, shall be transmitted to the new District Deputy Grand Master, after his/her appointment in May not later than the 30th day of May in the current year, and by him/her handed over to the District at the first meeting.

QUORUM

Clause No. 10 - A quorum shall consist of duly elected or appointed Representatives from the majority of Odd Fellows lodges comprising the District, but representatives must be from at least 50% of the lodges.

TERMS

Clause No. 11 - The term of the District Deputy Grand Master shall commence when he/she is appointed at the Annual Session of the Grand Lodge by the Grand Master and terminates when the said Grand Master's term expires, unless by resignation or otherwise.

OFFICERS

Clause No. 12 - The officers of the District shall be: District Deputy Grand Master; District Deputy Grand Warden; Secretary; Treasurer or these two offices may be combined, Secretary-Treasurer.

Clause No. 13 - In the absence of the District Deputy Grand Master from any meeting of the District, the District Deputy Grand Warden shall officiate.

Clause No. 14 - The Secretary and Treasurer, or Secretary-Treasurer shall be elected from among the Representatives to the District.

REPORT OF DISTRICT TO LODGES

Clause No. 15. - The Representatives to the District shall present a report of each meeting to their lodges at the next regular meeting thereof.

Clause No. 16 - A printed or written report of the work of the District for the term shall be presented by the District Deputy Grand Master at the annual meeting, and a copy of same sent to every Odd Fellows lodge in the District, giving a full report of all receipts from whatsoever source, expenditures

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in detail, and balance on hand.

FINANCES

Clause No. 17. - Each lodge in the District shall pay a Per Capita Dues of sufficient funds to defray expenses of Installation of Officers and other expenses of the District.

ORDER OF PROCEDURE

Clause No. 18. - Agenda

1. Opening prayer.
2. Roll call of Officers and Representatives.
3. Reading and disposing of minutes of last or any special sessions.
4. Receiving accounts and action thereon.
5. Reports of Officers, Committees and District Representatives
6. Reading and consideration of communications.
7. Unfinished business.
8. New Business.
9. Good and Welfare.
10. Closing.

AMENDMENTS

Clause No. 19. - No motion to repeal, suspend or amend these Bylaws, or any part thereof, shall be put to a vote unless notice of such amendment, in the exact terms proposed, shall have been handed to, or mailed to the last known address of every Representative of the District. The amendment shall be taken up at the next regular meeting of the District, or a special meeting called for that purpose, but every member shall be notified of the time and place of the meeting at which said amendment shall come up for action. A two-thirds vote of the Representatives present and voting, shall be required to carry such amendment.

ADOPTION

Clause No. 23. - The adoption of these Bylaws and their approval by the Grand Lodge Committee on Laws of Odd Fellows Lodges, shall constitute them the sole Bylaws governing District NoI.O.O.F., and said adoption does hereby repeal, cancel and annul all former Bylaws.

The foregoing Bylaws were regularly adopted byDistrict, No.....I.O.O.F., located atProvince of Ontario, on the day of, in the year

Signed.....
District Deputy Grand Master

Signed,
District Secretary

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CHAPTER III**

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Code of Ontario Odd Fellow Laws

Chapter IV Constitution of Odd Fellows Lodges.

**A Bylaw of The Grand Lodge of Ontario,
Independent Order of Odd Fellows.**

**Adopted by the Grand Lodge of Ontario
and approved by the Sovereign Grand Lodge,
Independent Order of Odd Fellows**

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CONSTITUTION OF ODD FELLOWS LODGES CHAPTER IV

RESOLUTIONS OF SOVEREIGN GRAND LODGE

RESOLVED, that the respective State or Provincial Grand Lodges cause the following resolution to be embodied in their Proceedings, and the attention of the Odd Fellows Lodges and Encampments especially called to it.

RESOLVED, that a member of the Order in good standing, evidenced by holding an unexpired visiting card, issued in conformity to the laws of the Order, by their Lodge or Encampment, and having the ATPW, being in distress, or pretending so to be, and needing money, and who, having asked for and received from a Lodge or Encampment, or a member thereof, a sum of money under the assurance and promise that he or she will return or repay the same within a given time, or so soon as he or she returns home, but who shall neglect so to do after a reasonable time thereafter, without a satisfactory excuse being rendered, shall be deemed guilty of conduct unbecoming an Odd Fellow, and due notice of such facts having been officially communicated to his/her Lodge by the Lodge or Encampment so lending him/her the money it shall be the duty of his/her Lodge to notify him/her of such indebtedness or loan, and to demand payment thereof, and if he or she then refuses or neglects to pay the same, his/her Lodge shall prefer charges against him/her, try him/her, and if found guilty and without sufficient mitigating circumstances, to expel him/her from the Order. If there be such mitigating circumstances, then to impose such penalty as the Lodge may deem best.

PREFACE

The Independent Order of Odd Fellows, founded on this continent in 1819 and now in active operation in most of the civilized nations of the world, has, by reason of its marvelous growth, naturally attracted widespread attention. On the western continent the first continuing Lodge was organized in the City of Baltimore on the 26th of April 1819. The Lodge was made up of five members who had imbibed the ideas of Odd Fellowship in England, the country from which they came. While more than a century has passed since they started the order on its mission of humanity, it now numbers nearly two million members.

Its splendid growth has not been due to accident or in consequence of its novelty, but because of its adaptation to the wants of mankind. It was the first organization to formulate the lesson of mutual self-help. It also teaches in a most beautiful and forceful way the lesson of fraternity - that all are of one family and therefore brethren.

The Order aims to improve and exalt the character of its members by impressing upon their minds these ennobling duties: To Visit the Sick; To Relieve the Distressed; To Bury the Dead and Educate the orphan. Millions of dollars are expended annually in the carrying out of these duties.

Yet Odd Fellowship is not merely a beneficial society having for its sole purpose the financial relief of its own members in the struggles which are incident to human life. It seeks to improve and elevate the character of man, to imbue him with a proper conception of his capabilities for good; to enlighten his mind and to enlarge the sphere of his affections. This work commends itself to all good men and women as one of the noblest benefactions the world has ever seen.

The principles of Odd Fellowship are those of religion and humanity; its object is to promote the general good of mankind and to spread abroad the light of morality and fraternalism. The ties that bind its membership together are never dissolved, not even by death, for they descend to the widow and orphan.

The language of the Order is more potent than any strain of eloquence. A stranger, wandering

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penniless in a foreign land, breathes its tones and his necessities are relieved. Sickness comes and lays its paralyzing hand upon him and, though no relatives be near, some brother of the mystic tie ministers to his needs and soothes his distresses. It insures to its members in the time of trouble and adversity, a source of safety and comfort that none can destroy. Its sick are not left to the cold hand of public charity. Out of funds they themselves have provided, and which, therefore, they can honorably claim, their wants are provided for. The ordinary individual recalls with disdain, until overwhelmed with insufferable misery, from the humiliation of suing for public or individual relief.

The Order requires its members to perform the last solemn duty to the remains of a departed member, to see that they are interred in the bosom of Mother Earth with respectful decency, and to the living also, is our fraternal solicitude exercised. We are required to watch over the conduct of our members, not only towards each other, but in their common intercourse with mankind generally. With these who are inclined to wander from the paths of rectitude or to trespass upon the rules of morality we are enjoined to remonstrate.

Occasionally objection is taken to the Order on the ground that it is a secret organization and that secrecy is not consistent with innocence. It is true that, in part, Odd Fellowship is a secret society, but it is not that secrecy which constitutes and leads to crime. The world itself, the universe, the God of eternal truth, are surrounded with an impenetrable veil which no mortal eye has ever pierced. Shall we pronounce these secrets evil because their operations are hidden from our view and are beyond our comprehension?

Our secrecy consists merely of the tie that binds us together in an indissoluble brotherhood. It prompts us to deeds of brotherly love and benevolence because it recognizes each as a member of one universal family, all imbued with the true spirit of fraternalism. The ordinary family is small, its individual members are well known to each other, may be readily recognized on sight. Our family consists of nearly two millions of members, and the only secrecy connected with the Order is the means of recognizing each other, no matter where the meeting may occur.

But the fundamental principles of the Order are known to the world; its deeds are not concealed from public scrutiny. The constitution and laws of our society are within the reach of all who wish to examine them. The solemn and sublime truths which are inculcated within our sanctuaries, none but the members of the Order are permitted to witness; they are not for the ears of any save those who have proved themselves worthy of the sacred trust.

Our order is the handmaiden of virtue and religion and must flourish. It calls into life and action the best and holiest feelings of our nature and success must crown our efforts.

Our course is onward and upward and we may confidently look forward to the day when every village and hamlet shall find the white banner of Odd Fellowship unfurled within it and the smoke of our altars shall mount from every eminence.

CREED

Odd Fellowship, while it is free from anything of a sectarian character, has always held belief in a Supreme Being, the Creator and Preserver of the Universe, as a cardinal principle; and has maintained the Fatherhood of God as a doctrine of equal importance with the doctrine of the Brotherhood of Man. Concerning the qualities and attributes of the Divine Father, it has never undertaken to pronounce with authority; nor does it question the moral character and good citizenship of those who declare that they have no belief in a Supreme Being. It simply exercises the right of all voluntary associations to prescribe the qualifications for Membership in its own circle. It has always insisted, and will insist, that belief in a supreme Being is necessary to attain or retain a place within its ranks. No one should offer himself/herself for membership in our order who has not this belief; no one can be accepted without it; and no member who loses faith in a Supreme Being can honestly

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and consistently remain with us.

PREAMBLE

Under authority vested in it by the charter granted to it by the Sovereign Grand Lodge of the Independent Order of Odd Fellows, and by the laws and usages of the Order, the Grand Lodge of Ontario of the Independent order of Odd Fellows hereby ordains the following as the CONSTITUTION of all Odd Fellows Lodges working under its immediate jurisdiction. The Rebekah Assembly of Ontario has the right to establish a Constitution of Rebekah Lodges working under its supervision provided, at all times, that said constitution of Rebekah Lodges shall not in any way contravene any of the provisions of this Constitution of Odd Fellows Lodges, the Constitution, By-laws, Rules and Regulations of the Grand Lodge of Ontario or the Constitution and By-laws of the Sovereign Grand Lodge, Independent Order of Odd Fellows. In any instance where the Constitution of Rebekah Lodges does not specifically state a provision, Rebekah Lodges shall be deemed to fall under the authority of this Constitution of Odd Fellows Lodges:

(1) Title and Powers.

This Lodge shall be constituted of at least five members of the Third Degree, or Degree of Truth, of which two-fifths (2/5) may be associate members, and shall be hailed and entitled..... Lodge, No, Independent Order of Odd Fellows, of Ontario, and shall possess the full power and privileges of an Odd Fellows Lodge holding a legal charter, duly granted by the Grand Lodge of Ontario.

(2) Quorum.

No business shall be transacted at any regular or special meeting unless at least five members of this Lodge including one qualified to preside, be then present.

(3) Meetings. ⁽²⁰¹⁰⁾ The regular meetings of this Lodge shall be held weekly or semimonthly on such day and at such time as may be provided for by its By-laws, providing that the Lodge, upon the passage and approval of an appropriate By-law, shall be permitted to dispense with regular meetings for a period not exceeding two months in any one calendar year.

(4) Special Meetings.

Special sessions may be ordered by the Lodge to be held at any stated time for special business. They may also be called by the Noble Grand or, in his/her absence, by the Vice Grand and it shall be the duty of the Noble Grand to call a special meeting whenever requested in writing by five or more third degree members.

- (a) When meetings are called by such officers, not less than twenty-four hours notice shall be given by advertisement in the local press or by circular to each member, unless the meeting is called to receive a Grand officer, or to arrange for or to attend the funeral of a member.
- (b) No business shall be transacted at any special session other than that for which such meeting has been called and the regular order of Procedure as set forth in Rule of Order II, shall be omitted.

(5) Visitors.

Members of other Lodges in Ontario may be admitted as visitors, provided they give the password for the term, or the A.T.P.W. with the official certificate;

- (a) members from other jurisdictions must present a proper card, or official certificate, or be

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introduced by an elective Grand officer, or by any Representative of the Sovereign Grand Lodge from the Grand Lodge or Grand Encampment of Ontario.

(6) Legal Holidays. Should any regular meeting fall upon any legally established or recognized holiday, the Lodge may, by resolution passed at the preceding regular meeting, omit such meeting or appoint another meeting night for that week, and any business that should by law or resolution be transacted at that time may be taken up at the substituted meeting, or it may be deferred until the following regular meeting.

(7) Seal. This Lodge shall have a seal, and all official documents shall be sealed by the Secretary.

(a) A proof impression of such seals shall be deposited with the Grand Secretary.

(8) Terms The official and financial terms shall be annual, as provided by the By-laws of the Lodge.

(a) The official term shall commence on the first regular meeting night in September in each year.

(b) The financial term shall begin on the first of September in each year.

(9) Returns. It shall be the duty of the Noble Grand and Financial Secretary of each Lodge with the assistance of the Secretary to prepare a return of the work of the Lodge during each year in which they have held office.

(a) The information shall be in accordance with such blank forms for returns as the Grand Lodge may from time to time direct to be used.

(b) The return shall be forwarded directly to the Grand Secretary at his/her office immediately after the close of each year, together with the Grand Lodge Per Capita Dues, Sovereign Grand Lodge Dues, Bonding Fees, fees for any applicable Disaster Fund entitlement and any other fees or assessments which may be applied from time to time by the Grand Lodge.

(c) The return together with all moneys for which the Lodge is liable shall be forwarded to the Grand Secretary on or before September 30th immediately following the end of the term, August 31st, of each year.

(d) In addition, the Lodge is required to render a semiannual return as of February 28th, which shall consist primarily of the calculation of the Grand Lodge Per Capita Dues, Sovereign Grand Lodge dues as provided by the conditions contained in Clause 10 of this Constitution plus any other outstanding accounts due and payable to the Grand Lodge of Ontario as of February 28th

(i) This semiannual return is due on or before March 31st each year together with the Lodge remittance of the amounts so calculated and billed.

(10) Late Filing of Returns. In the event that the annual return is not received by the Grand Secretary by September 30th in any year or the semiannual return is not received by March 31st

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in any year, or the dues, fees or any assessments have not been paid within the same deadlines, the Lodge shall be referred to the attention of the Executive Committee of the Grand Lodge, where such Lodge may be debarred for attendance at the next ensuing session of the Grand Lodge.

- (a) The Grand Master, on the advice of the Executive Committee of the Grand Lodge may, after an official appeal from the Lodge, lift such debarment against the Lodge.
- (b) The Per Capita Dues as provided by Chapter III, Section 17 A (1) of the By-Laws of the Grand Lodge of Ontario, Independent Order of Odd Fellows, shall be paid in two instalments.
- (c) The estimated first instalment shall be based upon the number of members shown on the preceding annual return and the application of one half of the current annual Grand Lodge Per Capita Dues.
- (d) The first instalment shall be calculated as of February 28th of each year and shall be due March 31st of each year and shall accompany the semiannual return.
- (e) In the event the Lodge has been received by mergement or amalgamation before the due date of the semiannual return, members from another Lodge who have surrendered their Charter, the Lodge will add these members to the total of the preceding annual return and adjust their semiannual return accordingly and remit the newly calculated payment to the Grand Lodge office.
- (f) The second instalment shall be due on August 31st and must be paid on or before September 30th of each year and shall accompany the annual return.
 - (i) second instalment of the appropriate Grand Lodge Per Capita Dues and Sovereign Grand Lodge Dues shall be increased by the amount collected from each initiate for the Disaster fund and any Bonding premiums required by the Lodge for its appropriate officers or members.

(11) Failure to File Returns. Should an Odd Fellows Lodge, or the officers thereof, fail to file the annual or semiannual returns for a period of twelve months, it shall thereby become liable to the forfeiture of its Charter.

- (a) Upon the suspension or expulsion of any Lodge or the surrender or forfeiture of its Charter, all the assets, real and personal of the Lodge shall immediately vest in and become the property of the Grand Lodge of Ontario, Independent Order of Odd Fellows
- (b) In such circumstances, it shall be the duty of the last installed officers of the Lodge to assign, convey, transfer and deliver over or cause to be assigned, conveyed, transferred and delivered over to the Grand Lodge or any of its authorized officers or District Deputy Grand Master, the Charter of the Lodge, and all books, papers, properties, real and personal, funds, securities and all other assets of the Lodge.
- (c) In addition, where a Lodge is delinquent in filing its annual or semiannual return within the deadlines prescribed in Clause (10) and despite the fact that the Lodge may have already

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remitted its payments for dues, fees or any assessments that it is required to pay, a further penalty equivalent of ten percent (10%) of all monies as shown on the annual or semiannual return will be calculated by the Grand Secretary and invoiced and sent by first class mail to the Lodge in question.

- (d) In the event that this penalty is imposed by invoice, its retraction or cancellation can only be granted by resolution of the representatives at the next succeeding Grand Lodge sessions and notice of such resolution is filed in accordance with the provisions of Chapter III, Section 1 A(8)(a).

(12) Rebate of Per Capita Dues. (2013) Deleted

(13) Elective officers. The elective officers of this Lodge shall be Noble Grand, Vice Grand, Secretary, Financial Secretary (the offices of Secretary and Financial Secretary may be combined and the officer designated Secretary) and Treasurer, who must have attained the third degree, be in good standing at the time of election, and must retain their good standing during their incumbency of office.

- (a) An officer who becomes in arrears for dues, cannot hold the office, nor perform its duties, but said officer can become qualified by paying up the dues before any action is taken by the Lodge in the case.
- (b) The office of Financial Secretary and Treasurer shall not be combined.

(14) Eligibility for Office. No member shall be eligible for the office of Noble Grand without having served a term as Vice Grand and no member shall be eligible for the office of Vice Grand without having served a majority of the meeting nights of a term in not less than two elective or appointive offices, other than a trustee, and to the end of such terms, or they have been elected or appointed to fill a vacancy in such election or appointment to the end of the terms.

- (a) All officers shall be eligible for reelection.

(15) Nominations. An Odd Fellows Lodge may provide in its By-laws for first nominations and second nominations; the second nominations shall be conducted at the same meeting as for the election of officers and also trustees should the Lodge By-laws provide for same; or it may provide only for nominations at one meeting which shall be at the same meeting as for the election of officers.

- (a) No nominee shall be balloted for who has not signified their willingness to accept the office for which they may be nominated.
- (b) A candidate may retire at any time prior to taking the vote.
- (c) Notwithstanding any other provisions of this Constitution, no member shall be eligible to hold the office of Financial Secretary, Secretary or Treasurer of an Odd Fellows Lodge for more than five successive years provided that in the event no qualified member is willing to serve in such capacity, then with the approval of the Grand Master, a member who has completed five successive terms may be eligible to hold office for a further term and from term to term thereafter until a qualified member is available to hold such office or offices.

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(16) Election of Officers. Without interfering with the financial terms of the Lodge, the election of the officers, as are prescribed under Clause 15, shall take place on or before the first meeting night in March of each year as fixed by the By-laws of the Lodge.

- (a) In the absence of a fixed By-law, the elections shall take place on the first meeting night in March.
- (b) The election of trustees, when provided for by the By-laws of the Lodge, shall take place at the same time as for the election of officers.
- (c) All candidates must be in good standing at the time of election.

(17) Election of Representatives. The election of Representatives to the Grand Lodge and Representatives to the District Committee shall take place on or before the first regular meeting night in February, the Lodge to specify the date of election by By-law.

- (a) The nomination for election of the Representative to Grand Lodge and Representative to the District Committee shall take place on the night of election only.
- (b) For the position of Representative to Grand Lodge and Representative to the District Committee all candidates must be members in good standing and must possess the required qualifications at time of election.

(18) Scrutineers. ⁽²⁰¹⁸⁾ Before proceeding to ballot for the election of any officer, or of Representative to the Grand Lodge or District Committee, or trustee or trustees,. Each nominee shall appoint one scrutineer and the warden shall be a scrutineer, and the Warden shall distribute the ballot papers

(19) Duties of Scrutineers. ⁽²⁰¹⁸⁾ It shall be the duty of the scrutineers to count the votes given and the Warden will declare the results to the Noble Grand, who shall declare the result to the Lodge.

(20) Balloting. Every member voting shall deposit their ballot in full view of the scrutineers, and any ballot containing any writing not the name of a candidate, as well as any upon which no writing appears, shall be counted as "blank" and so recorded. All members present who are entitled to vote must vote unless excused by the Lodge.

(21) Election by Acclamation. If for any office or committee no more candidates are in nomination than are required to fill such office or committee, such candidates shall be declared elected by acclamation.

(22) Election by Ballot. Should there be more candidates in nomination than are required, the members present shall proceed to elect, by paper ballot, from among the candidates previously nominated, the office or committee members required.

- (a) Only one name shall be written upon any ballot, and only members in good standing shall vote
- (b) A majority of all legal votes cast (including blanks) shall be necessary to election.
- (c) Should there be no choice of an officer on any ballot, a new ballot shall forthwith take place,

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and after each ballot the name of the candidate who may have received the lowest number of votes, as well as those who have received no votes shall be withdrawn.

- (d) In case of a tie between two or more of the lowest, a ballot shall immediately be taken to determine which of those tied shall be dropped, the name receiving the lowest number of votes to drop out.
- (e) If more than one officer or member of a committee is required, then after each election those candidates whose names had been dropped in the previous balloting shall be again placed in the contest, until the required number are elected.

(23) Appointed Officers. The appointed officers of this Lodge shall be: Warden, Conductor, Outside Guardian, Inside Guardian, Right Supporter Noble Grand, Left Supporter Noble Grand, Right Supporter Vice Grand, Left Supporter Vice Grand, Right Scene Supporter, Left Scene Supporter, Chaplain, Musician and a Colour Bearer.

(24) Who Selects Appointed Officers. These officers shall be appointed by the Noble Grand at the time of installation, except the Right and Left Supporters of the Vice Grand, who shall be appointed at the same time by the Vice Grand.

(25) Must be in Good Standing. All members appointed as officers must be in good standing, which standing they must retain during their incumbency of the office, and must have attained the third degree.

(26) Outside Guardian. The Noble Grand, with the consent of the Lodge, may appoint as Outside Guardian, a member of the third degree belonging to any other Lodge in the Jurisdiction.

(27) Optional Officers. This Lodge may at any time elect a solicitor, auditor, physician, or other officer required for the operation of the legitimate work of the Lodge, and may pay for the services rendered, out of the General Fund of the Lodge, and for such office the Lodge may select a person not a member of the Order.

(28) Installation. The Officers of this Lodge shall be installed at the first regular meeting in the term for which they have been elected or appointed, or on such other night during the first month of the term as may be arranged for by the Lodge with the District Deputy Grand Master, except the installation of the officer chosen to fill a vacancy may take place on the night of election or appointment.

- (a) An officer reelected or reappointed must be again installed.
- (b) No officer shall be installed into office unless they shall be proficient in the duties of such office and shall have been certified as proficient by the Examining Committee.
- (c) All officers must be in good standing in their Lodge at time of installation into office.
- (d) The installing officer shall not install the officers until satisfied the returns have been made, dues paid and required bonds executed.

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(e) No officer shall be installed into office by proxy.

(29) Receipt for Rituals. At the Installation of Officers of Odd Fellows Lodges, the District Deputy Grand Masters shall give retiring Noble Grands receipts for the number of rituals handed to them by said Noble Grands, and the newly installed Noble Grands shall give the District Deputy Grand Masters receipts for the rituals received by them, said receipts to be witnessed by the District Deputy Grand Masters and promptly forwarded by them to the Grand Secretary.

(30) Loss of Rituals. In all cases where Lodges have allowed rituals to become lost or misplaced, said Lodges shall pay to Grand Lodge a fine of \$25.00 for each ritual so lost or misplaced, and in the event of neglect or refusing to pay such fine, the Lodge refusing or neglecting to pay shall be debarred from representation in Grand Lodge until payment is made.

- (a) If any lost or misplaced ritual is found, and is placed in possession of the Lodge, the fine shall, on satisfactory evidence to Grand Lodge be remitted to the Lodge.
- (b) Payment of the penalty for the loss of a ritual does not include replacement of same.

(31) Duties and Powers of Officers. The Officers of this Lodge shall perform such duties and be invested with such powers as are or may hereafter be prescribed by this Constitution, by the charge books and usages of the Order, the laws of the Grand Lodge of Ontario and of the Sovereign Grand Lodge and the By-laws and resolutions of this Lodge.

(32) ⁽²⁰¹⁸⁾ Deleted

(33) Duties of Junior Past Grand. It shall be the duty of the Junior Past Grand to attend regularly the meetings of this Lodge

- (a) to act as sitting Past Grand until a successor shall assume the Past Grand's Chair;
- (b) to deliver the charge of that officer, or see that the same be done by a Past Grand or by the Noble Grand in a becoming manner;
- (c) to watch over the welfare and interests of every widow and orphan child of deceased brethren, whom for the time being are residents within the jurisdiction of the Lodge;
- (d) to visit them as occasions require, and report their condition to this Lodge;
- (e) in the absence of the Vice Grand to act as chairman of the Visiting Committee.

(34) Duties of Noble Grand It shall be the duty of the Noble Grand to preside over the Lodge;

- (a) to enforce a due observance of the constitution and By-laws and proper respect for the Grand Lodge of Ontario;
- (b) to memorize and deliver all charges of the office;
- (c) to see that all officers of the Lodge and the members of committees perform their respective duties as enjoined by their respective charges;

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- (d) to take charge of the Charter of the Lodge, and have it always in the Lodge while in session;
- (e) to summon special meetings as required By-law;
- (f) to appoint all officers and committees not otherwise provided for;
- (g) to fill all vacancies occurring in committees appointed at time of installation;
- (h) to ascertain and announce to Lodge the result of all balloting and other votes;
- (i) To give the casting vote in case of a tie on any matter or question before the Lodge;
 - (i) except when the vote be by ballot;
- (j) to present a copy of the Constitution and By-laws to every member on admission to membership;
- (k) to conduct a study of the Odd Fellows Lodge Constitution periodically during the term of office;
- (l) to ascertain from the Financial Secretary previous to closing the Lodge, the amount of the receipts since last Lodge night, and from the Treasurer whether they have been received by that officer;
- (m) to cause the Secretary to invite members to attend the funeral of every unsuspended deceased member;
- (n) to take charge of such funeral in the absence of competent relatives, and in such case to receive the account of and regulate the disbursements;
- (o) to assist the Financial Secretary to prepare the annual return, and see that it is promptly forwarded directly to the Grand Secretary immediately after the close of the year for which it is made, and
- (p) to discharge such other duties as are required by the laws of the Order, the provisions of this Constitution, the By-laws of the Lodge or by resolution of the Lodge.
- (q) Prior to the opening of any regular Lodge meeting it shall also be the duty of the Noble Grand to examine and be familiarized with all items of correspondence to be dealt with.

(35) Executive Committee. Each Odd Fellows Lodge shall have an Executive Committee.

- (a) It shall be the duty of the Noble Grand to convene this Committee and to act as Chairman.
- (b) The Executive Committee shall consist of the elective officers of the Odd Fellows Lodge namely: the Noble Grand; the Vice Grand; the Secretary; the Financial Secretary; the Treasurer and, in addition, the Junior Past Grand.

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- (c) The Noble Grand shall convene meetings of this Committee at least once each month if the Lodge is on regular weekly meeting basis or at least once every two months if the Lodge has two meetings per month.
- (d) From time to time, the Noble Grand shall request the attendance of other Members such as the Trustees or Chairmen of other Lodge committees.
- (e) The Executive Committee shall promulgate plans and programs for the development and expansion of the Lodge and well planned meetings; and
 - (i) for the proper organization of the other committees and to ensure that they are functioning and producing;
 - (ii) to ensure that all phases of the operation of the Lodge are working harmoniously and effectively.
- (f) The Executive Committee shall be a planning and supervisory group and must give complete reports to members of the Lodge at regular meetings and present recommendations so that the Lodge shall retain control of decision making by way of proper legislative motions.

(36) Duties of Vice Grand. It shall be the duty of the Vice Grand to memorize and deliver all charges of the office;

- (a) to assist the Noble Grand in the discharge of that officer's duties, and in the absence of the Noble Grand to perform the duties of that officer as prescribed in any law enacted by the Sovereign Grand Lodge, the Grand Lodge having jurisdiction or the Odd Fellows Lodge By-laws, except the Past Grand's charge, which must be delivered by a Past Grand or by the Noble Grand;
- (b) to appoint the Supporters of the Vice Grand, and the minority of all Interviewing committees;
- (c) to act as chairman of the Visiting Committee, and make a report at each meeting concerning the sickness of every member of this Lodge, or member of any Lodge in this Order who may be resident for time being in the jurisdiction of this Lodge, and stating the amount of benefits any such member is entitled to;
- (d) to keep a Sick Members' Register of those on the sick list, recording the cause, date of notice and duration of sickness or disability;
- (e) to take special charge of the door, under the direction of the Noble Grand;
- (f) to discharge such other duties as are required of the office by the laws of the order, the provisions of this Constitution, the by-laws of the Lodge or by the resolution of the Lodge.
- (g) It shall be the duty of the Vice Grand, in consultation with the Noble Grand to ensure that a program of educational or social nature shall be provided for the Lodge on every meeting night on which degrees are not being exemplified and to assign to individual members of

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the Lodge the responsibility for arranging such a program.

(37) Duties of the Secretary. ⁽²⁰¹⁸⁾ It shall be the duty of the Secretary to keep an accurate record of the proceedings of the Lodge; The Secretary will also perform the duties of the Financial Secretary if none was chosen

- (a) to take charge of and safely keep the seal;
- (b) to keep carefully and in good order all books, papers and other property belonging to the office, and to fill up all certificates and cards ordered by the Lodge;
- (c) to write and duly dispatch all communications ordered by the Lodge;
- (d) to punctually issue all notices required by order of the Noble Grand or the Lodge, or by the laws of the Order;
- (e) to inform all candidates for membership of their election or rejection, when the proposers of such candidates decline to do so, but without disclosing any other fact or circumstance in connection therewith;
- (f) to fill out for the chairman of the Investigating Committee a notice containing the names of such committee, and also that of the candidate and sponsor;
- (g) to preserve and file all written resolutions, motions, accounts and reports upon which action has been taken by the Lodge;
- (h) to keep written up in good order all books of the Office, and to carefully preserve all papers placed with the Office;
- (i) to call special meetings when ordered by the Noble Grand;
- (j) to attest all warrants for moneys legally ordered to be paid, and none other;
- (k) to attach the seal to all official reports, communications and other documents, save as in this Constitution otherwise provided, and to discharge such other duties as are required of the Office by the laws of the Order, the provisions of this Constitution, the By-laws of the Lodge or by resolution of the Lodge, and for such services may be paid such sum as the Lodge may direct.
- (l) It shall be the duty of the Secretary to assist the Noble Grand and the Financial Secretary in preparing the Annual Return of the Lodge to the Grand Lodge.
- (m) The Secretary shall also be required to notify the Rebekah Lodge located nearest the residence of any candidate elected to membership giving name, occupation and marital status to said Lodge.
- (n) Whenever a member leaves the territorial jurisdiction of the Lodge and moves to the territorial jurisdiction of another the Secretary shall notify such Lodge.

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- (o) ⁽²⁰¹⁸⁾ It shall also be the duty of the Secretary to keep a register of the members who are members of Encampment Branches of the Order and in the event of suspension of such member, shall report such suspension to the scribe of such Encampment in which the membership is held.
- (p) The Secretary shall record in the minutes of every Lodge meeting any ritual loaned to members for ritualistic study taking the members receipt therefore.

(38) Duties of Financial Secretary. It shall be the duty of the Financial Secretary to keep just and true accounts between this Lodge and its members;

- (a) to punctually charge and receive all dues, charges, assessments and fines;
- (b) to render to each member in arrears a monthly statement until such arrears are paid, or the member suspended;
- (c) to render to each member a statement of financial standing in the Lodge at the end of the term;
- (d) to notify the Lodge of all members who are three quarters in arrears;
- (e) to call the special attention of any member being nine calendar months in arrears according to the provisions of the Constitution respecting suspensions for Non Payment of Dues (N.P.D.), by means of a written or printed note to be delivered or sent by registered post to the last known address;
- (f) to advise the Lodge at the next meeting of the names of the members so notified;
- (g) to collect all revenue from invested funds except when otherwise provided by a regularly passed and approved By-law of the Lodge, which may be acceptable to the Committee on Laws of Odd Fellows Lodges;
- (h) to receive all moneys due to the Lodge;
- (i) to pay over forthwith all moneys collected or otherwise received by him/her for the Lodge, to the Treasurer, taking a receipt for the same;
- (j) to have the books written up for the Finance Committee within twenty-four hours after the last day of August;
- (k) to deliver up in good order at the end of the term, all books, papers and other properties appertaining to the office;
- (l) to make out at the end of each term, for the Grand Lodge, a full return of the proceedings of the Lodge during the term, and transmit the same directly to the Grand Secretary,

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together with the Per Capita Dues;

- (m) to make out an official certificate as a receipt for dues, upon the payment thereof, and to attach the seal thereto;
- (n) and to discharge such other duties as are required of the Office by the Laws of the Order, the provisions of this Constitution, the By-laws of the Lodge or by resolution of the Lodge;
- (o) and for such services may be paid such sum as the Lodge may direct.
- (p) In the absence of the Financial Secretary, the Noble Grand, or if absent, the Vice Grand, shall have authority to give temporary interim receipts for any moneys received in payment of dues, such moneys to be paid over to the Financial Secretary who shall issue a regular official receipt for the same.

(39) Duties of the Treasurer. It shall be the duty of the Treasurer to receive from the Financial Secretary all moneys of the Lodge at the close of each meeting and deal with the same in such manner as may be required by the Lodge;

- (a) to pay all legal warrants signed by the Noble Grand and Secretary, and none other;
- (b) to keep correct accounts of all moneys belonging to the Lodge;
- (c) to have the books written up for the Finance committee within twenty-four hours after the last day of August;
- (d) to make a full report of the receipts and disbursements for the previous term at the first regular meeting night in September, and at such other times as the Lodge may direct;
- (e) to deliver up to any successor, or when legally called upon, all moneys, books, papers and other property of the Lodge which said Officer may possess.
- (f) to furnish the Financial Secretary with such information when called upon as will enable that officer to prepare the reports to the Grand Lodge, and to discharge such other duties as are required by the Laws of the Order, the provisions of this Constitution, the By-laws of the Lodge or by resolution of the Lodge and for such services, may be paid such sum as the Lodge may direct.

(40) Bonding of Officers The Lodge must secure for its Financial Secretary and its Treasurer a bond, through the Grand Lodge, in the sum of at least \$100.00 for the Financial Secretary and of \$200.00 for the Treasurer, for the faithful performance of their duties.

- (a) The Lodge may also secure bonds, through the Grand Lodge, for its trustees, or other members who may be entrusted with funds of the Lodge, in such amounts as may be deemed advisable, and these bonds may be paid for out of the general fund of the Lodge.

(41) Duties of the Warden It shall be the duty of the Warden to take charge of the regalia and other property of the Lodge when not entrusted to another officer;

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- (a) to act as chairman of the Property Committee;
- (b) to count all open votes, distribute ballot paper prior to the election of officers, and perform such other duties as are prescribed by the charges of the office, or by resolution of the Lodge, or this Constitution.

(42) Trustees and Their Duties. An Odd Fellows Lodge may provide in its By-laws for the election of three or more trustees who shall be nominated and elected as outlined in Clauses (14) and (15) of this Constitution and whose duties shall commence on the first regular meeting night in September.

- (a) Furthermore, Lodge By-laws may provide for a method of rotation so that all trustees would not necessarily be elected at one time following the initial election.
- (b) The retiring trustee or trustees shall be eligible for re-election.
- (c) Members elected as trustees must be third degree members and must be in good standing at the time of their election and must retain their good standing during their incumbency in office.
- (d) The duties of such trustees shall be to invest funds of the Lodge, in the corporate name of the Lodge, as the Lodge may direct by its By-laws or by resolution properly passed, and perform such other duties as may be entrusted to them by the By-laws of the Lodge.
- (e) A trustee is not an elective officer of the Lodge. **See Code of General Laws, Chapter V, Article V, Section 3.**

(43) Vacancies of Office. Any office, the occupant of which may have been absent without satisfactory excuse from three successive regular meetings, or where the occupant of the office may have become in arrears for dues, may be declared vacant by a vote of the Lodge, on motion to that effect, provided notice of such motion has been given at the regular meeting previous to that at which the vote is to be taken.

- (a) Any vacancy in office by resignation, death, or otherwise, shall be filled by election or appointment, as the case may require.
- (b) In the case of elective officers, the nominations to fill such vacancy shall take place at the meeting at which such office is declared vacant and also at the next regular meeting.
 - (i) The election shall take place on such second night of nomination.
- (c) In the case of an appointed office the vacancy shall be filled at the same or at the regular meeting next following that at which the vacancy is declared.
- (d) The member so elected or appointed shall be entitled to the privileges and honours of the office provided said member shall serve a majority of the meeting nights remaining in such term and to the end thereof.

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(44) Dismissal of officers. Any officer charged with official misconduct may be dismissed from office after due trial, or suspended from membership, such suspension vacating the office, or may be expelled from the Lodge.

- (a) Any officer or other person failing to discharge any duty assigned by the Constitution or by a resolution of this Lodge, may be dismissed from the position by a vote of the Lodge at a regular meeting.

(45) ⁽²⁰¹⁸⁾ Committees and Their Duties. The Noble Grand on installation night, when not otherwise provided, shall appoint, subject to the approval of the Lodge, the following standing committees, to serve for the current term:

- (a) Finance Committee
- (b) Property Committee
- (c) Visiting Committee
- (d) Covenant Committee
- (e) Membership Committee
- (f) Education Committee
- (g) Youth Activities
- (h) and other committees deemed advisable for the successful operation of the Lodge

(46) Finance Committee. ⁽²⁰²³⁾ The Finance Committee shall consist of three members of the degree of truth, preferably members having a working knowledge of bookkeeping procedures, whose duty it shall be to inspect and report upon all accounts referred to them, at the same or next regular meeting, and to review annually the books and annual return of the Financial Secretary and of the Treasurer, and of all other officers or committees charged with the receipt or expenditure of any of the Lodge funds;

- (a) provided that any Lodge may, if it be deemed advisable, engage one or more competent reviewers, not necessarily members of the Order, to review the books of the Financial Secretary, Treasurer and Trustees for the period ending as of August 31st of each year and where this is done, the Finance Committee shall be relieved of this duty.

(47) ⁽²⁰⁰⁷⁾ Membership Committee. The Committee on Membership shall consist of at least 3 members to be appointed on the night of Installation. It shall be the duty of the Committee in conjunction with the Noble Grand, to promote plans for securing new members for the lodge and to work with the Financial Secretary in promoting among the members the habit and practice of paying their dues promptly in advance.

(48) Property Committee. The Property Committee shall consist of three members (including the Warden, who shall be the chairman thereof), whose duty it shall be to take charge of the regalia and other effects of the Lodge not specially entrusted to particular officers or to other committees;

- (a) to procure for the Lodge such articles as may be necessary, or as the Lodge may direct;
- (b) to cause to be made all repairs to regalia or other property of the Lodge as to them may seem requisite, or as the Lodge may direct;

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(c) and to make a full report of their proceedings at the close of each half year.

(49.) Covenant Committee. The Covenant Committee shall consist of three members appointed by the Noble Grand at the second meeting each term.

- (a) It shall be the duty of the members of this committee to investigate all complaints that may be made to them of immoral, illegal or dishonest conduct, or of the excessive use of intoxicants, by any member of this Lodge.
- (b) In case, after investigation, the complaint shall prove to be well founded, it shall be the duty of the committee to warn the offending member against the practice complained of, and to endeavour by moral suasion to effect a reformation.
- (c) If, however, the offence shall be continued, notwithstanding the efforts of the committee, to prefer and prosecute a charge against the recalcitrant member, which shall be disposed of as provided by the Constitution.

(50) Visiting Committee. ⁽²⁰¹⁸⁾ The Visiting Committee shall consist of at least three members, including the immediate Past Grand, Noble Grand and Vice Grand, of which the Vice Grand shall be chairman, and may be selected from such different parts of the Lodge jurisdiction as will be convenient for visiting the members of the Lodge.

- (a) It shall be the duty of a member of the Visiting Committee, who shall receive notice of a member being sick, to visit such member within twenty-four hours thereafter, and to render such aid as the case may require or admit;
- (b) and when circumstances may render it necessary, to call upon so many of the members as may be required to secure the attendance and services of two members, or, when the member is entitled to sick benefits, the services of a nurse, where the By-laws provide, to watch nightly with such sick member.
- (c) The chairman shall make reports at each Lodge meeting upon the sickness or disability of every Odd Fellow on the list of the Committee, and the first and last reports upon the case of any member shall be in the form provided by the Grand Lodge and signed by as many of the members of the committee as may be in accord therewith.

(51) Education Committee. The Education Committee shall consist of five members to be selected by the Noble Grand

- (a) It shall be the duty of the Committee to arrange a program for at least one meeting night each month where the Lodges meet weekly, or one meeting night each two months where the Lodges meet semi-monthly.
- (b) Such program to be designed to educate Odd Fellows on the aims, objects and accomplishments of Odd Fellowship locally, nationally and internationally. The program should take into account the Program designed by the Executive Committee.

(52) ⁽²⁰¹⁸⁾ Youth Activities The Committee on Youth Activities shall consist of three (3) members

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to be appointed on the night of installation. They shall promote under the direction of the Noble Grand all youth activities, make annual report to the lodge of all youth activities, not limited to: sponsorship of athletic teams, scholarships, institution of Junior Lodges, United Youth Groups, etc, including lodge participation in the Pilgrimage for Youth Programme.

(53) Committee to Examine Elected Officers.

At least two weeks

before installation, the Noble Grand shall appoint, subject to approval of the Lodge, a Committee consisting of three Past Grands of which the first named shall be Chairman, whose duty it shall be to examine elective officers as to their proficiency in the duties of the office to which they have been elected and certify same to the District Deputy Grand Master before installation.

- (a) The Noble Grand and Vice Grand must be able to open and close the Lodge in long form without reference to the ritual and have a working knowledge of the Constitution, and By-laws of the Lodge and Constitution of Odd Fellows Lodges.

(54) Dismissal of Committees. Any member of a committee, failing to discharge any of the duties assigned, may be dismissed by a vote of the Lodge, at a regular meeting;

- (a) and every member thus discharged shall forthwith surrender to the Noble Grand, or such member as the Lodge may appoint, all books, papers, moneys or other property of the Lodge, previously placed in their possession.

(55) Membership. The Constitution, Laws, By-laws, enactments, rules and regulations of the Sovereign Grand Lodge, Independent Order of Odd Fellows, of the Grand Lodge of Ontario, Independent Order of Odd Fellows and of Odd Fellows Lodges, are hereby declared to constitute the contract between the Order and each member thereof, and as such shall govern and control each member;

- (a) and all enactments which may hereafter be made or adopted, whether the same be retroactive or prospective, by the said Sovereign Grand Lodge, or said Grand Lodge, or by the Odd Fellows Lodge in any way amendatory or supplementary to the whole or any part of any of the above mentioned constitution, By-laws, enactments, rules or regulations, immediately upon such adoption, shall be binding upon each Lodge and each of its members;
- (b) but such contract is hereby declared to be entirely between each member and the Odd Fellows Lodge to which they belong;
- (c) and the remedy of enforcement of the rights of any member shall be against such Lodge only, and the member shall have no claim, therefore, against the Grand Lodge of Ontario or the Sovereign Grand Lodge.
- (d) Membership and dues commence when the applicant signs the Members Register. (**See Chapter III, Section 3 A of the Code of General Laws.**)
- (e) No unlawful professional gambler is eligible to membership in this Order.
 - (i) When a member of the Lodge shall enter into business as a professional gambler as these

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terms are defined by the provisions of the Code of General Laws, it shall be the duty of the Officers of the Lodge to prefer charges or cause them to be preferred against such member, and upon conviction the person shall be expelled;

- (ii) provided the accused may avoid the penalty of expulsion by withdrawing in good faith from the business.
- (f) Every member shall sign the Constitution and By-laws, or Members Register of this Lodge upon admission thereto, thus completing the contract of membership and every member shall be subject to the Constitution and By-laws of the Lodge, and all of the Laws, rules and regulations of the Grand Lodge and Sovereign Grand Lodge.

(56) Non-Beneficial Membership. This Lodge may initiate into non-beneficial membership candidates over 16 years of age.

- (a) Every candidate must be a person, of good moral character in sound mind.
- (i) The minimum fee for admission and degrees shall be as provided in Clause 86 of this constitution.
- (b) This Lodge may admit, as non-beneficial members, former members of defunct Lodges who were in good standing in their respective Lodges at the time of surrender of their respective Charters, upon payment of the fees prescribed in Clause 86 of this Constitution.
- (c) This Lodge may also admit as non-beneficial members non-affiliated Odd Fellows who have been regularly admitted to membership in the Order, and who are not under expulsion for cause, upon payment of the fees prescribed in Clause 86 of this Constitution.

(57) Change of Classification. An Odd Fellows Lodge may provide in its By-laws that a beneficial member may apply in writing to the Lodge to be transferred to the non-beneficial class of membership and upon a majority vote of the Lodge such transfer shall become effective immediately

- (a) Members making such transfer shall not have any further rights to pecuniary benefits of any kind.

(58) Associate Membership. Any member in good standing in an Odd Fellows Lodge may be admitted to associate non-beneficial membership in any other Lodge upon payment of the admission fee prescribed by the By-laws of said Lodge and by this Constitution.

- (a) Such membership shall not interfere in any way with the member's membership in any other Lodge or their rights, privileges and duties therein.
- (b) The rights, privileges, and duties of such associate, non-beneficial member shall be the same as those of other contributing non-beneficial members.
- (c) All associate members must produce an official certificate showing dues paid in advance in their home Lodge when making payment of dues in any Lodge in which associate membership is held.

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(d) And provided further that where a new Lodge is being established or instituted, a member of an existing Lodge in the jurisdiction, regardless of their place of residence, may join a petition or warrant for a Charter as an associate member and be a Charter member thereof and still retain all the rights and privileges to which they are entitled in their home Lodge.

(59) Non-Contributing Membership. A member who shall have been a contributing member of an Odd Fellows Lodge for forty consecutive years immediately preceding their present age, and shall from any cause be unable to pay dues, may make application in writing to be transferred to non-contributing membership.

- (a) Any such application shall be referred to an investigating committee which shall submit a report in writing, with recommendations, at the next regular session, unless by request the committee is granted further time.
- (b) When the report of the investigating committee shall have been submitted a ball ballot shall have been taken on the application, and if a majority of the ballots cast shall be white or favorable, the member shall be declared transferred to non-contributing membership.
- (c) Any such non-contributing member shall thereafter be relieved from the payment of any and all dues and assessments, and shall be entitled to the passwords, fraternal fellowship, the right to hold office, and to vote in the Lodge in which such membership is held.
- (d) The Lodge shall not be required to pay Per Capita Dues on any such non-contributing member or members, but the annual reports of the Lodge to the Grand Secretary shall show the number and names and ages of all non-contributing members on its rolls.
- (e) Non-contributing members shall be entitled to the passwords, fraternal fellowship, the right to hold office, and to vote in the Lodge, but non-contributing members shall not have any claim whatever upon the Lodge for pecuniary benefits of any kind, nor shall their widows, orphans, or personal representatives have any such claim.

(60) ⁽²⁰⁰⁷⁾ Veteran Life Membership A member in good standing who was a Veteran Life member prior to Oct 1 2000 shall be entitled to retain such veteran life membership.

- (a) Any such Veteran Life member shall be entitled to all rights and privileges of a member of the Order, and shall be relieved from the payment of any dues and assessments except to pay a twenty one dollar (\$21.00) fee per year.
- (b) The Lodge shall submit to the Grand Lodge twenty one dollars (\$21.00) per year for each Veteran Life member on roll and a list of the name of each such member.
 - (i) The money shall be used to pay the member's dues to Sovereign Grand Lodge and the balance if any to the Grand Lodge, but no District Per Capita Tax shall be forthcoming.

(61) Veteran Membership. A member of the Order having reached the age of 65 years and having been a member of the Order for 45 consecutive years may apply in writing to his/her Lodge to be transferred to the Veteran class of membership.

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- (a) Odd Fellows Lodges may provide in their By-laws for members transferred to this class of membership to pay a preferred rate of dues to be not less than the rate contained in CH. IV Clause 88 (b)(v) or any such minimum rate as may from time to time be prescribed by the Sovereign Grand Lodge or the Grand Lodge of Ontario, Independent Order of Odd Fellows
- (b) All Odd Fellows Lodges shall be liable for the payment of Per Capita Dues on any such member transferred to this class of membership unless otherwise provided by the Grand Lodge of Ontario or by the Sovereign Grand Lodge.

(62) Non-Resident Membership. A member of this Order having changed their place of residence and living 80 kilometers (50 miles) or more from their home Lodge but wishing to retain membership therein may apply to the Lodge, in writing, to be transferred to the Non-Resident class of membership.

- (a) Odd Fellows Lodges may provide in their by-laws for members transferred to this class of membership to pay a preferred rate of dues to be not less than the rate contained in CH. IV Clause 88 (b)(vi) or any such minimum rate as may from time to time be prescribed by the Sovereign Grand Lodge or the Grand Lodge of Ontario, Independent Order of Odd Fellows
- (b) All Odd Fellows Lodges shall be liable for the payment of Per Capita Dues on any such member transferred to this class of membership unless otherwise provided by the Grand Lodge or by the Sovereign Grand Lodge.

(63) Life Membership. ⁽²⁰¹⁸⁾ Under the provisions of Chapter III, Section 2 (B) of the Code of General Laws an applicant for initiation or advancement in this Lodge may be received as a life member upon advance payments of the fee for degree or degrees, as provided by the By-laws of this Lodge, if not previously paid, and the advance payment of dues to August 31st next succeeding and the fee for such life membership as hereinafter provided for his/her then attained age.

- (a) A member of this Lodge may become a life member at any time upon application to their Lodge and advance payment of dues to August 31st next succeeding, and the fee provided for such membership at his/her then attained age.
- (b) Beneficial life members shall enjoy all the rights and privileges of other beneficial members.
 - (i) Non-beneficial life members shall enjoy all the rights and privileges of other non-beneficial members.
- (c) Upon an applicant becoming a life member of the Lodge, the life membership fee shall be remitted to the Grand Secretary who shall transfer the amount to the Life Membership Fund for investment in such securities as are provided by Chapter III, Section 11 E. of the Code of General Laws, at the best rate of interest obtainable.
 - (i) on September 1st of each year the Grand Lodge shall cause to be remitted to this Lodge, or to such other Lodge to which the member may have transferred for life membership the amount of annual dues provided for at the time of taking out the life membership.

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(ii) Upon the death of a member under this plan the residue hereinafter becomes the property of the Grand Lodge and no Lodge or individual shall have any further claim whatsoever from same.

(d) The scale of fees for membership under this plan is as follows:

FEES FOR LIFE MEMBERSHIP UNDER CLAUSE 63

Age at Admission

to this Class of Fees if Lodge dues are at any Membership of the Annual Rates below:

	15	16	17	18	19	20
19 to 30	340.5	363.2	385.9	408.6	431.3	454
31 to 40	308.8	329.4	349.95	370.5	391.05	411.6
41 to 50	265.1	282.8	300.45	318.1	335.75	353.4
51 to 60	212.75	227	241.15	255.3	269.45	283.6
61 to 70	157.85	168.4	178.9	198.4	199.9	210.4
71 Years+	112.85	120.4	127.9	135.4	142.9	150.4

Age at Admission to this class of Memebership.

Fees if Lodge dues are at any of the Annual Rates below:

	21	22	23	24	25	26
19 to 30	476.7	499.4	522.1	544.8	572.5	590.2
31 to 40	432.1	452.6	473.3	494	514.6	535.2
41 to 50	371.10	388.8	406.4	424	441.7	459.4
51 to 60	297.8	312	326.2	340.4	354.55	368.7
61 to 70	220.95	231.5	242.05	252.6	263.1	273.6
71 Years+	157.95	165.5	172.55	180.6	188.1	195.6

(64) Jurisdictional Lodge. Membership in a Jurisdictional Lodge shall be as provided in Chapter III, Section 12 of the Code of Ontario Odd Fellows Laws and as prescribed in Chapter IV, Section 6. A. of the Code of General Laws and pay dues prescribed for same directly to the office of the Grand Secretary.

(65) Joining by Transfer Certificate. A member who changes his/her place of residence or for any other reason finds it more convenient and possible to attend the meetings of another Lodge of his/her choice, may join another Lodge by Transfer Certificate. To carry out the transfer, the following actions shall be carried out.

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- (a) A member wishing to join another Lodge for any reason implied herein shall complete a regular application form stating he/she wishes to join the identified Lodge by Transfer Certificate and sends the same to the Secretary of that Lodge for their action.
- (b) A Lodge receiving an application from a member of another Lodge to join the Lodge by Transfer Certificate may then elect the applicant into membership by a simple majority of the Lodge members voting without ballot.
- (c) The Lodge having elected a member to join the Lodge by Transfer Certificate shall notify the Secretary of the member's Lodge requesting a Transfer Certificate.
 - (i) The request shall be accompanied by the sum of \$2.00 paid by the transferring member.
- (d) A Transfer Certificate shall be issued when a Lodge is requested to do so, and send it to the requesting Lodge and providing the Lodge has received the sum of \$2.00 for the certificate and that no obligations of any kind are held against the transferring member, and that he/she is in good standing at the time of transfer.
 - (i) A certificate of the member's rank and years of membership in the order shall form part of the transfer transaction and shall bear the impression of the seal of the Lodge.
- (e) Upon receipt of the Transfer Certificate, the transferring member shall be entitled to sign the membership roll in the new Lodge and after signing from that time forward the member shall be bound by all the rate of dues, by-laws and other Rules and Regulations that apply to the new Lodge.
 - (i) if for any reason whatsoever the transferring member fails to sign the membership roll in the new Lodge, he/she shall be deemed to still be a member of his/her previous Lodge.
 - (ii) The Lodge from which the member has transferred shall be notified accordingly on the form attached to the Transfer Certificate immediately following the signing of the members' register of the Lodge into which such transfer has been made.

(66) Joining by Card.

Any Odd Fellow desirous of joining this Lodge by deposit of withdrawal card, Grand Lodge Card, dismissal certificate, or evidence that he/she has resigned membership when in good standing, must make application on the regular form provided by Grand Lodge accompanied by the proposition fee to become part of admission fee if application is accepted.

- (a) The application shall be disposed of in the same manner as a petition for initiation provided however, that the applicant may only be admitted as a non-beneficial member.

(67) Re-Admission.

Should any member receiving a withdrawal card from this Lodge apply within twelve months thereafter to be re-admitted to membership and be accepted, the Lodge may remit in his/her favour the entrance fee or any portion thereof.

- (a) Such membership shall be considered continuous from date of initiation.

(68) Expelled Member. When any member expelled from membership desires to be re-admitted,

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he/she must secure the consent of the Lodge expelling him/her.

(a) The application of an expelled member for re-admission shall be referred to a committee of five members, three of whom shall be appointed by the Noble Grand and two by the Vice Grand, who after due investigation, shall report thereon at the next regular meeting, and if a majority of the members then present shall vote in favour, the member shall thereupon be declared eligible for re-admission, and with the consent of the Grand Master may be readmitted as a non-beneficial member.

(69) ⁽²⁰¹⁶⁾Petition for Membership. Every petition for membership by initiation must be submitted on the form provided by Grand Lodge and must be accompanied by a reference to at least two members of the Lodge.

(70) Interviewing Committee. Every application for membership shall be referred to a committee of three members, two of whom shall be appointed by the Noble Grand and one by the Vice Grand, who shall report thereon at the next regular meeting, unless excused by a two-thirds vote of the members present, or unless the application be withdrawn, which may be done by the proposer at any time prior to the report of the Interviewing Committee, but not afterwards.

(71) Admissions. Every applicant for membership into this Order, either by Initiation or otherwise must be personally visited by a majority of the members of the Interviewing Committee following which a written report of such visit, together with their recommendation shall be submitted to the Lodge by said committee at the meeting next following the date of such visit.

(72) Ballot. A ballot must be taken on an application immediately upon the presentation of the report of the Committee on Character, and if less than a majority of black balls, or cubes, be found the candidate shall be accepted and elected to receive the initiatory, and subsequently the first, second and third degree.

(a) If a majority of black balls, or cubes, appears the candidate shall be rejected;

(i) but upon the intimation of the Vice Grand that the ballot is unfavourable, the Lodge shall, upon the request of any member, forthwith proceed to retake the ballot in order to verify the fact that black balls, or cubes, may not have been cast in error, and, if upon such second ballot a majority of black balls, or cubes, appear the candidate shall be declared rejected, and any proposition fee received by the Lodge shall be returned to the candidate, unless action for reconsideration be taken within four meeting nights next succeeding the rejection in accordance with the Laws of the Sovereign Grand Lodge.

(b) When more than one petition for membership shall be before any Odd Fellows Lodge for action at the same meeting, a collective ballot may be taken upon all such petitions, but should a majority of black balls, or cubes, appear in said collective ballot then said collective ballot shall be void and a separate ballot shall be taken upon each petition.

(c) Balloting for candidates, shall only be proceeded with when the Lodge is open in the initiatory degree.

(i) The ballot box shall be placed in full view of the Noble Grand, and when all present have

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balloted, and the result been inspected by the Vice Grand, the Warden shall proceed with the ballot box to the chair of the Noble Grand, who, having examined the same, shall ask the Vice Grand "How do you find the ballot" who shall announce the ballot as favourable or unfavourable, and the Noble Grand shall state "I too find the ballot favourable/unfavourable and declares the result, after which the Vice Grand shall destroy the ballot. Chapter III, Section 2 B. (5) of the Code of General Laws.

(d) All members present and who are entitled to vote must vote unless excused by the Lodge.

(73) Application - Member of merged Lodge.

In the case of an

application by a member who within six months previous to such application has been a member of a Lodge which has merged into or united with this Lodge, the vote necessary to receive such member into membership shall be a majority vote by ballot.

(74) Admission - Time Limit. Any candidate requiring admission more than thirteen weeks after his/her election must be again proposed and balloted for, as in case of a new candidate.

(75) Notice of Rejection. The rejection of any candidate for membership by initiation shall be immediately intimated to every Odd Fellows Lodge in the city, town or village in which such rejection takes place.

(76) Ballot Declared Void. If in any case where a candidate for membership has been elected, but subsequent to his/her election, and prior to his/her initiation, the Lodge becomes satisfied that he/she is unworthy, it shall be competent for the Lodge to annul such election, and declare it void by a two-thirds majority of the members present.

(a) A new ballot must then be taken on the report of the committee.

(77) Notice of Proposition. The proposer of a candidate for membership, or reinstatement, must give formal notice at the meeting next preceding in open Lodge of such proposition.

(78) Secrecy of Application. No application for membership shall be made known to any person not a member of the Order, until after the same shall have been favourably determined by election.

(79) Rejection of Candidate. No candidate for membership by initiation, who has been rejected, shall again be proposed in any Lodge until at least six months after his/her rejection.

(a) No person shall be admitted to honorary membership in this Lodge.

(80) Cards. Any member in good standing, desiring to withdraw from this Lodge, may signify such desire either personally in open Lodge or by a letter addressed to the Secretary whereupon the Lodge shall proceed to a ballot, with ball ballots, and a majority vote of the members present shall be necessary to the granting of such withdrawal card.

(a) If a majority of the members present refuse to grant such card the applicant may tender a written resignation of his/her membership, and shall be entitled to receive from the Secretary, under the seal of the Lodge, a certificate that he/she has resigned membership

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, and such certificate shall be sufficient evidence that the member was in good standing at the time of resignation;

- (i) provided that upon the refusal of the card the member applying for same shall have the right to appeal to the Grand Master or to the Grand Lodge.

(81) Dismissal certificate. This Lodge shall grant a dismissal certificate upon written application accompanied by the required fee, to a member who has been dropped or suspended for non-payment of dues, and against whom no charges are pending for conduct unbecoming an Odd Fellow.

(82) Suspension for Non-Payment of Dues. Any member of this Lodge whose dues have not been paid for a period of nine months shall be reported to the Lodge by the Financial Secretary, and after a lapse of thirty days therefrom, and subject to the provisions of the next succeeding clause of this constitution, may at any time be suspended for nonpayment of dues;

- (a) provided that a member under suspension for any cause, other than non-payment of dues, shall not be suspended from membership for non-payment until the expiration of the term of suspension;
- (i) but the fact of such member not being suspended for non-payment of dues, but being allowed to retain membership during such period, shall not entitle him/her, his/her beneficiaries or personal representatives to any pecuniary benefits.
- (b) No member of this Lodge shall be suspended for non-payment of dues unless at least thirty days' notice of the proposed suspension, including a statement of the arrears of dues, has been given, which notice may be either printed or written and delivered, or by registered post sent to the member, or left at the last known place of abode or of business.
 - (i) A return of such proceedings shall be made by the Financial Secretary and a record thereof entered upon the minutes.
 - (ii) A member declared suspended or dropped for non-payment of dues who does not appeal from the action of the Lodge within three years from the date of the declaration of suspension shall be conclusively presumed to have been legally suspended or dropped from membership.
- (c) No member shall be permitted to appear in Lodge while under suspension.
- (d) Before the suspension of a member for non-payment of dues, prior to which all resident members subject to suspension shall have been personally visited by a member or members of the Membership Committee, if their whereabouts be known, the Financial Secretary shall give a report of the procedure followed, the Lodge shall then take action by the adoption of a motion to suspend or otherwise and the Secretary shall make a proper record of same in the minutes of the meeting at which time the said action was taken.
 - (i) When the Lodge shall have followed this procedure and has approved the suspension of a member, each member so suspended shall be duly notified by the Secretary of such

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suspension.

(ii) No member shall be permitted to appear in Lodge while under suspension.

(83) Reinstatement. No member who has been suspended for non-payment of dues (except members of defunct Lodges and those possessing dismissal certificates) shall be again admitted to active membership without making application on the form provided by the Grand Lodge nor without compliance with all the forms for new applicants, excepting the ceremony of initiation, and excepting also that in the case of a non-resident member of this Lodge, he/she shall not be required to re-sign the Constitution.

- (a) A member suspended for non-payment of dues shall be entitled to apply for reinstatement as a non-beneficial member, and if accepted shall pay a reinstatement fee of at least Ten Dollars (\$10.00) and the dues in advance, and thereafter shall pay such dues as the By-laws of the Lodge provide.
- (b) A member suspended for non-payment of dues, who makes application for reinstatement and a withdrawal card, may be reinstated and granted a withdrawal card any time within five years from the date of suspension upon payment of the price of the card and a fee equivalent to one year's dues payable by such member at the time of suspension.
- (c) When any member suspended for cause other than non-payment of dues, desires to be reinstated before the expiration of the term of suspension, the case shall be referred to a committee of five members, three of whom shall be appointed by the Noble Grand and two by the Vice Grand, who after due investigation, shall report at the next regular meeting, and if a majority of the members then present shall vote in favour he/she shall be declared eligible for reinstatement to non-beneficial membership only, and with the consent of the Grand Master may be reinstated to non-beneficial membership only;
 - (i) but no such member shall be reinstated until all arrears at the time of the suspension have been paid and all dues that have accrued since that date.

(84) Degrees. Every member previous to receiving any of the degrees shall present a certificate from the Financial Secretary indicating that he/she is not in arrears to the Lodge, and that he/she has paid all charges for the degrees for which application has been made, and shall be examined as required by the ritual, and no ballot shall be required except where by reason of additional information having been received or the happening of any event subsequent to the taking of the ballot on application, which information or event might materially affect the desirability of the candidate for membership by a two-thirds vote of the members present and voting a candidate may be required to pass a ballot before receiving any further degree.

- (a) If, on such ballot, a majority of black balls, or cubes, appears, the applicant shall be rejected.
 - (i) Otherwise he/she shall be considered eligible and shall be admitted to the degree or degrees applied for.
 - (ii) In case of rejection he/she shall not again be balloted for to receive any degrees unless two

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weeks' notice be given immediately preceding the meeting at which such ballot is to be taken.

(85) Refusal to Confer Degree. In case the Lodge refuses to grant any degree to a member all fees paid on account thereof shall, upon his/her application, be returned to him/her by the Treasurer, or on the order of the Noble Grand attested by the Secretary without a vote of the Lodge.

(86) Fees. ⁽²⁰¹⁸⁾ This Lodge shall provide by By-law a scale of fees for admission by initiation, withdrawal card, expired withdrawal card, dismissal certificate, Grand Lodge card or certificate of resignation, provided that:

- (a) The minimum fee for admission by unexpired withdrawal card shall be \$10.00, except that this fee shall not apply to unexpired withdrawal cards presented with an application for a Charter for a new Lodge for membership in such new Lodge, in which case the fee shall be \$5.00.
- (b) The minimum fee for admission by expired withdrawal card, dismissal certificate, Grand Lodge card or certificate of resignation shall be \$10.00.
- (c) The minimum admission fee for an associate member shall be \$2.00.

(87) Pro Rata Dues Proviso. In addition to the fees as prescribed in Clause 86 for admission into this order, a member is required to pay dues in advance as from the date of Initiation or Affiliation as the case may be on a pro rata basis for the first period of membership ending as of August 31st and thereafter annually in advance as of September 1st of each year to conform to the provisions of the official term of the Lodge and in accordance with the provisions of this Constitution.

(88) Dues. ⁽²⁰¹⁹⁾ Dues shall be payable to an Odd Fellows Lodge by all members annually in advance as of the first day of September of each year except that the initial dues of a member shall be payable as provided in **Clause 86** of this Constitution. A member may choose to pay dues quarterly in advance.

- (a) The dues payable by a member who has joined by Transfer Certificate shall be in conformity with the By-Laws of the Lodge into which he/she has transferred.
- (b) The By-laws of all Lodges shall provide a scale of annual dues payable by its members according to the following classifications of membership, but in no case shall they be less than the minimum as adopted by the Grand Lodge in session and
 - (i) Lodges, however, may adopt By-laws to provide for a higher scale of dues than prescribed by this Constitution.
 - (ii) The minimum annual dues for a Beneficial Member who was admitted to the Order prior to the repeal of this class of membership in 1951 shall be \$40.00.
 - (iii) The minimum annual dues for a Non-Beneficial Member of this Constitution shall be \$40.00.)

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- (iv) The minimum dues for an Associate Member shall be \$5.00.
- (v) The minimum dues for Veteran Member shall be \$28.00.
- (vi) The minimum annual dues for a Non-Resident Member shall be \$28.00.
- (vii) The minimum dues for a Member of the Jurisdictional Lodge of Ontario shall be \$28.00.
- (viii) Non-Contributing Membership shall be in strict conformity with **Clause 59** of this Constitution.
- (ix) Life Membership shall be as provided by **Clause 63** of this Constitution by a specified payment made to the office of the Grand Secretary.
 - (i) The annual remittance to the Lodge to cover the dues of such Life Members shall be made on the basis of the original deposit and based upon the rate of dues in the member's Lodge in effect at the time of making application for such class of membership.

(89) Sick Benefits. No Odd Fellows Lodge in the jurisdiction of Ontario shall make any provision in its by-laws for payment of sick benefits.

- (a) Odd Fellows Lodges are referred to the provisions of **Clause 92** of this Constitution as they pertain to relief in the case of pecuniary distress.

(90) Funeral Expenses. Subject to the provision of the Code of General Laws, on the death of any beneficial member, there shall be paid, to assist in defraying the funeral expenses, such specific sum as the Lodge may by its By-laws determine not exceeding the sum of one hundred dollars (\$100.00) but no portion of such amount shall be paid to any person where no funeral expenses have been incurred by the Lodge or by the family or estate of the deceased member or by the Odd Fellows Home of Ontario.

- (i) The Lodge may also by By-law provide for the payment of a funeral benefit, not to exceed twenty-five dollars (\$25.00), to a duly qualified Member on the death of his/her spouse.
- (ii) The Lodge may, at its discretion, deduct from the amount herein before provided to be paid, the amount of dues accrued or unpaid by a deceased member who may have been ill for a time prior to his/her death, and subsequent to the cessation of payment of sick benefits.
- (a) Any Odd Fellows Lodge which desires to provide for the payment of Funeral Expenses as contained in **Clauses 89 and 90** of this Constitution and its own Lodge By-laws, may change its own By-laws so that the Lodge may make application to the Government of Ontario, Ministry of Financial Institutions, Department of Insurance for a private license to operate a Mutual Benefit Society and conform with the rules and regulations of the Department of Insurance.
- (b) Any Odd Fellows Lodge which has Beneficial Members on its register and does not wish

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to apply for a private license as provided by the terms of **Clause 89(a)**, may make application to the Grand Lodge of Ontario, Independent Order of Odd Fellows to become a participant in a Central Benefit Trust Fund administered by the said Grand Lodge on behalf of the several Odd Fellows Lodges participating.

- (i) The Lodge so applying to join shall supply the names and addresses of the Beneficial Members and the rate of benefits payable in the event of the death of such Beneficial Member according to the Lodge by-laws in effect on June 19, 1987.
- (ii) The amount of money equivalent to the Funeral Expenses and Widows Benefits which shall become payable in the event of death of the Beneficial Member shall be remitted to the office of the Grand Lodge of Ontario to be placed in the Central Benefit Trust Fund.
- (iii) The Lodge shall immediately notify the Grand Lodge office of the death of a Beneficial Member so covered and the claim shall be paid in accordance with the terms of this Constitution by the Trustees of the Fund.
- (iv) Any interest earned by the assets of the Benefit Trust Fund shall be used to cover the cost of administration of such Trust Fund.

(c) Any Odd Fellows Lodge which has Beneficial Members on its register and does not wish to apply for a private license as provided under the terms of **Clause 90**, nor does it wish to become a participant of a central Benefit Trust Fund as provided under the terms of **Clause 90(a)** may petition the Grand Lodge of Ontario, Independent Order of Odd Fellows for permission to pay a sum of money equivalent to a cash surrender value of the Funeral Expenses and Widows Benefits entitlement to the Beneficial Member waiving all claims against the Lodge for any future Funeral Expenses and Widows Benefits and that the Lodge approves his application for transfer from Beneficial Member to Non-Beneficial Member under the provision of **Clause 57** of this Constitution.

(d) After December 31, 1987, any Odd Fellows Lodge having Beneficial members on its register and not being a member of the central Benefit Trust Fund as provided in **Clause 90(a)** and who does not obtain a private license from the Department of Insurance as required by the provisions of **Clause 90(a)** in any subsequent year will be deemed to be operating illegally and against the requirements of the Department of Insurance and its Charter is subject to suspension by order of the Grand Master until the Lodge shall make a negotiated arrangement to satisfy him/her that the Lodge is capable to operate legally.

(91) Widows' Benefits. Subject to the provision of the Code of General Laws, on the death of any Beneficial Member, there shall be paid to a widow or orphans under the age of twenty-one years, or dependent relatives of the deceased, or relatives upon whom the deceased was dependent at his death, or to the Odd Fellows Home of Ontario, where, at the time of his death, the member was a resident in such home, such specific sum as the by-laws may determine, not exceeding one hundred dollars (\$100.00).

- (a) No person except one bearing the relationship to the deceased herein defined shall be entitled to receive a widow's benefit.

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- (i) This benefit shall be paid from the Widows' and Orphans' Fund, if any such fund is established, and if there is no such fund it shall be paid from the Benefit Fund.
- (b) Where the relatives entitled to this benefit are infants or are otherwise incompetent to give a valid discharge, the Lodge may dispose of the amount as it may deem best in the interest of the parties concerned.
- (i) In the event there be more than one claimant to the said benefit the Noble Grand shall appoint a committee of three to determine to whom said benefit shall be paid and the decision of the majority of said committee shall be binding and shall govern said claimants.
- (c) The Lodge may, at its discretion, deduct from the amount hereinbefore provided to be paid, the amount of dues accrued or unpaid by a deceased member who may have been ill for a time prior to his death, and subsequent to the cessation of payment of sick benefits.

(92) Relief in Special Cases. Whenever it may become known that any member of this Lodge has been reduced to a state of pecuniary distress, his/her case shall be referred to a special committee of three members, whose duty it shall be to examine into the same and report to the Lodge, whether any and what sum in their opinion should be granted for relief, and it shall be competent for the Lodge, by a vote of not less than two-thirds of the members present, to grant the member any sum not exceeding \$800.

- (a) If a member of a distant Lodge applies to this Lodge for relief on the presentation of a card or official certificate, the case shall be referred to the Noble Grand and one or more members who have attained the degree of truth, who shall examine the member and make such inquiries as they may consider necessary, and if found satisfactory they shall be at liberty to contribute at once a sum not exceeding one hundred dollars (\$100.00), and shall report the same to the Lodge at the next meeting, when, if necessary, such further sum, on motion, may be voted as shall be deemed proper.

(93) Effect of Arrears. Subject to the provisions of the Code of General Laws, no member who is in arrears to this Lodge for dues, whether they be under suspension or not, shall be entitled to receive pecuniary benefits of any kind;

- (a) nor shall any such member so indebted, or the beneficiaries or personal representatives of such member, have any claim whatever upon the funds of the Lodge, either for sick benefits, or funeral expense of any kind, or for any benefits of any kind which but for such arrears, would have been payable to such beneficiaries or personal representatives.

(94) Disabilities. All pecuniary penalties imposed by this constitution, against any officer or member of this Lodge, for neglect of duty, or any assessment levied by the Lodge, shall be charged against such officer or member by the Financial Secretary, and the non-payment of any such assessment or penalty shall work a like forfeiture of the rights and privileges of such officer or member, and consequently a like forfeiture to the beneficiaries or personal representatives of such officers or member, as herein provided in the event of non-payment of dues.

- (a) The pecuniary penalty or assessment is to become due and payable at the same time as the regular annual dues except when otherwise provided by the

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- (b) No member who becomes sick or disabled within the meaning of this Constitution while in arrears to the Lodge for dues shall become entitled to receive pecuniary benefits of any kind by the tender, payment or acceptance of such arrears during the continuance of such sickness or disability, nor shall the tender payment or acceptance of such arrears during the continuance of such sickness or disability entitle such member or the beneficiaries or representatives of such member to make any claim whatever upon the funds of this Lodge
- (c) A member who has not paid dues within 30 days of the date specified in **Clause 88** of this Constitution shall be considered in arrears, if taken sick after such arrears shall have been paid, shall receive sick benefits for any portion of the four weeks immediately following the payment of such arrears
 - (i) But, if the illness continues beyond this time he shall be entitled sick benefits for every week of illness after the four weeks disability shall have expired.
- (d) Provided always, that to be entitled to such benefits (after four weeks of disability) the member must have been in good health at the time the arrears were paid.
- (e) Provided further, that where the member was in good health at the time of the payment of the arrears, in the case of his/her death during the four weeks disability period, the Lodge shall be required to pay the mortuary benefits.
- (f) No member of this Lodge of whose sickness the Lodge has not been notified in accordance with Clause 88, shall become entitled to any sick benefits for any portion of the time he was sick prior to the date at which a notice of such sickness was given;
 - (i) nor shall any beneficiaries or personal representatives become entitled to any sick benefits, which, but for the failure to give such notice would have become payable to such beneficiaries or personal representatives.
- (g) No member shall be held to be in good standing while under charges preferred against him/her, or while in arrears for dues, and a member while in arrears of dues shall not be entitled to the current term password or Annual Traveling Password.

(95) Interpretation. Whenever the word "beneficiaries" occur in this Constitution it shall mean persons entitled to benefits.

- (a) Persons entitled to widows benefits are the widows, the orphan children under twenty-one years of age, the relatives dependent upon the deceased member, or relatives upon whom the deceased member was dependent at the time of his death, in order of priority herein stated;
 - (i) dependent relatives must be of the household of the deceased member.
- (b) Wherever the word "Lodge" occurs in this Constitution it shall mean a Lodge of the Order in regular session, and between its sessions, its chief executive officers, the Noble Grand or the Secretary.

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(c) Wherever the words "good standing" occurs in this Constitution or in the Lodge By-laws they shall be construed to mean a member who has paid his/her dues within the time limit specified in Clauses 88 and 94 (c) of this Constitution.

(96) Funds. Every Lodge having Beneficial Members shall have a Benefit Fund and every Lodge shall have a General Fund.

(a) A Lodge may provide in its By-laws, if it is considered advisable, for any of the following additional funds:

- (i) Building
- (ii) Contingent
- (iii) Widow and Orphan
- (iv) Special Benevolent
- (v) Social or any other fund within the Laws of the Order.

(97) Benefit Fund. Every Lodge having Beneficial Members was required to establish a Benefit Fund in legislation adopted in 1972.

(a) Such Lodge shall maintain in the said fund a sum equivalent to 75% of the maximum amount for which the Lodge would become liable with respect to Sick Benefits, Funeral Benefits and Widow Benefits under the provisions of the By-laws of the Lodge for each Beneficial Member.

(i) This fund shall consist of all money which was first set aside to establish it plus any earned interest thereon and any special collections, levies or specific portions of dues of Beneficial Members.

(ii) Expenditures from this fund shall be limited to the payment of weekly sick benefits, funeral expenses and widows benefits as are provided by the By-laws of the Lodge and in conformity with the provisions of this Constitution and the Code of General Laws.

(iii) When the Lodge no longer has any Beneficial Members in its membership the entire residue of the Benefit Fund may be transferred to the General Fund or otherwise as directed by the Lodge to any other fund that may be provided in the By-laws of the Lodge.

(98) General Fund. The General Fund shall consist of all moneys, securities, real estate, furniture, regalia and all other assets not otherwise required for the Benefit Fund, Building Fund or any other special funds as may be provided in the By-laws of the Lodge.

(a) All income received on account of fees, dues, rents, cards, certificates, interest from investments of money belonging to said fund, also the proceeds from the sale of any property and all donations, bequests unless belonging to or directed to another fund shall be credited to the General Fund.

(b) All approved disbursements for the proper operation of the Lodge shall be made from the General Fund.

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(99) Investment of Lodge Funds. All Lodges shall deposit receipts from any source in any chartered bank or in any financial institution operating under the Laws of Canada or Ontario, of their choice and expenditures authorized by the Lodge, shall be by cheque and the officers shall account for all transactions as required by their defined duties in this Constitution.

- (a) Any funds not required for immediate use by the Lodge may be invested in the corporate name of the Lodge, in securities of the Government of Canada, any of the Provinces of Canada, debentures of a municipality, in a reliable trust company or in mortgages which are a first charge on lands held in fee simple.
 - (i) Lodges should give prime consideration to premium savings accounts with higher than regular interest rates being offered and paid by most chartered banks.
 - (b) It shall be illegal to loan Lodge funds to any individual, with or without personal security, nor to a private enterprise of any kind.

(100) Investment in Property. A Lodge may invest its funds in lands and buildings where the same are to be used in whole or in part for the purpose of a meeting place and providing such undertaking shall be in accordance with the laws, rules and regulations of the Order and the Statutes of the Province of Ontario.

- (a) Any proposal for such investment, whether it be a direct investment by the Lodge, a proposal for participation in an Association, Holding Company or other form of undertaking shall, first of all, be brought to the attention of the Grand Lodge by a letter of intent.
 - (i) This letter of intent shall outline the proposal and inform the Grand Lodge of the name of your local Solicitor who will act for the Lodge in legal matters relating to the transaction.
 - (ii) The Grand Lodge Secretary shall advise the local Solicitor and the applicant of the detailed procedures to be followed in all matters pertaining to the proposal.

(101) Intent to Sell Property. Any Lodge, association, holding company, corporation or other form of holding in which funds of the order are invested, now or in the future, shall be reported to the Grand Lodge.

- (a) The intention of any of these to sell or dispose of all or part of them shall be reported to the Grand Lodge by a letter of intent for such sale.
 - (i) The Grand Secretary shall be contacted by the designated local Solicitor acting for the applicant, of the procedures for such sale or transaction that apply for the sale of property.
 - (ii) All procedures shall be in accordance with the Laws of the Order and the Statutes of the Province of Ontario.

(102) By-laws of Property. All those responsible for the management of property, real or personal, in which funds of the Order are invested, shall supply the Grand Lodge with a copy of their By-laws

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which shall be a prerequisite for the governing and control of such property.

- (a) These By-laws shall be to the satisfaction of the Lodge or Lodges holding a financial interest in it and shall also be subject to approval of the Grand Lodge.
- (b) These By-laws, among other matters pertaining to the operation and management of property shall indicate the frequency of reporting the financial condition with audited statements on an annual basis or sooner should there be any evidence of insolvency at any time.

(103) Property to be Kept Neat and Orderly. Each meeting place for Lodges shall be kept in a neat and presentable condition with an appropriate environment for the conducting of business and the performance of the ritualistic work of the Order.

- (a) The use of all facilities in the operation and management of property shall not be in violation of the Laws of the Order or in the Statutes of the Province of Ontario, nor the conducting of any business or type of entertainment that would bring disrepute to the good name of the Order.

(104) Proceeds from Sale of Property. In the event that any property owned or controlled by a Lodge, association, corporation or holding company, be legally authorized for sale, and is sold, the net proceeds thereof will be invested by the Grand Lodge of Ontario in securities as prescribed in this Constitution, with the said investment(s) being Lodged at the office of the Grand Secretary.

- (a) Interest received from the above investment(s) may be used for rental of appropriate Lodge accommodations and other related Lodge overhead operating costs and for the relief of distress within the Order and local charitable donation(s) as approved by the Lodge.
- (b) The said principal cannot be used by the Lodge for any purposes other than the purchase of suitable accommodations for the Lodge functions or for any capital improvements to property owned or controlled by the Lodge, subject to the approval of such plans by the Grand Lodge of Ontario, prior to their use.
- (c) In the event that any attempt is made to dissipate any Lodge funds or to circumvent any Laws of the Order, including the vested interest of the Grand Lodge of Ontario, the said Grand Lodge shall have the power to obtain information from any Lodge officer, trustee or member to clarify such matter, and if necessary, to apply to the civil courts of the Province of Ontario for recourse.

(105) Vested Interest. The Laws of the Order require that all Lodge funds and property, real or personal, shall upon dissolution or surrender of the Charter revert to the Grand Lodge after all legitimate obligations have been paid;

- (a) except when the aforementioned Lodge or Lodges amalgamate with another working Lodge, all net assets with the exception of the Charter, Seal and Rituals then becomes the property of the Lodge into which it proposes to merge.
- (b) where requested by the Lodge amalgamating or merging, whichever the case, such merging

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Lodge will be allowed to transfer its charter to hang in the Lodge to which they are merging or amalgamating with, provided that Lodge gives permission in writing to do so and that it is duly noted in the District Deputy Grand Master's report to the Grand Lodge upon completion.

(106) Expenditure of Funds. No motion for the expenditure or investment of moneys of this Lodge for real estate, building, furniture or regalia, nor any motion for the expenditure or investment for any other purpose of any sum exceeding \$300.00 except for the payment of benefits and working expenses, nor any motion authorizing the sale, transfer, mortgaging or pledging of any of the assets of this Lodge for any amount exceeding \$300.00 shall be put to the Lodge unless two weeks notice thereof has been given.

- (a) Before introducing a By-law dealing with a proposed expenditure on, or a proposed sale of real estate, it is declared expedient to communicate with the Grand Lodge office before any action is taken.
- (b) All expenditures under section 106 requiring 2 weeks notice, must be sent to the Lodge's entire membership by mail in the form of a notice of motion.

(107) Trials and Penalties. Any member who shall violate any of the laws, principles or practices of the Order, or any part of the Constitution or By-laws of this Lodge, shall be subject to be fined, reprimanded, suspended or expelled as the By-laws may direct, ancient usage require, or the Lodge determine.

- (a) No member of this Lodge shall be put on trial, except for an offence alleged to have been committed within two years, and unless charges duly specifying the alleged offence shall be first submitted to the Lodge in writing, by one or more members of the Order in good standing.
- (b) Every member charged with any offence involving reprimand, suspension (except for non-payment of dues), or expulsion shall be tried in accordance with this Constitution.
- (c) All charges against members of this Order shall be drawn substantially in the manner prescribed in "Form A" in duplicate, and be submitted directly to the Lodge of which the accused is a member, signed by a member of the Order in good standing.
 - (i) The general charge shall be an averment of "Conduct unbecoming an Odd Fellow", followed by particulars stating the time, place and circumstances of the offence or offences.
- (d) Any charge or charges so preferred shall immediately after the reading thereof, be referred to a committee of five members, to be chosen by ballot, three of whom shall be a quorum, which committee shall, with as little delay as the case will admit, summon the parties and examine and determine the matter in question in accordance with the Constitution and report their decision thereon to the Lodge at the first meeting after the determination thereof.
 - (i) In selecting this committee, only one name shall be written upon any ballot, and the first elected shall be the convener thereof.

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- (e) The accused or accuser, or any member of the Lodge acting for either of them, may challenge, for cause, any name appearing on the ballot.
 - (i) The grounds of challenge shall be stated and considered by the Lodge, and a majority vote shall be necessary to sustain the objection made.
- (f) The Secretary shall affix the seal of the Lodge to one copy of the charge and specifications, and certify it substantially according to "Form B" and serve or cause the same to be served upon the accused, either personally or by leaving it at his/her usual place of residence.
 - (i) The Secretary shall also certify, under seal, the duplicate charge, and deliver it to the convener of the committee, with the notice, according to "Form C".
- (g) The accused shall, within one week from the receipt of the charge and specifications, serve a plea or answer to the same upon the convener of the committee, by either or several of the answers shown in "Form E".
- (h) The convener of the committee shall, on receipt of the plea in defense, or at the expiration of the time limited therefore, with reasonable diligence, call a meeting of the committee, to attend which the accuser and accused shall be served with personal notice, if they can be found, or by leaving the same at their usual place of residence, according to "Form D", at least one week prior to the time fixed for trial.
- (i) In the event of the member accused being of unsound mind, or confined in an asylum for insane persons, service of all charges, specifications and other documents in the case shall be made on the Grand Lodge Secretary for the time being, in lieu of personal service on the person accused, and such Grand Lodge Secretary shall act for the accused in all proceedings before the trial committee, the expenses of such service in such case, to be borne by the Lodge of which such accused person is a member.
- (j) At the meeting, a chairman and secretary shall be appointed, and the trial proceed by examination of the parties and witnesses on their behalf.
 - (i) Either party may amend the proceedings by leave of the committee.

(108) Evidence and Witnesses. The evidence competent to be admitted before the Committee on Trial shall be:

- (i) Parole evidence (i.e. testimony of witness before committee).
- (ii) Depositions procured in the manner prescribed by the Sovereign Grand Lodge, as set forth in Chapter XXXVIII, Section 3 E (5) of the Code of General Laws.
- (iii) Regularly certified minutes of the Lodge.
- (iv) Regularly proved documentary evidence. Hearsay evidence cannot be received. The committee will determine the admissibility of evidence offered, subject to exception by either party. The exceptions so taken shall be noted by

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the committee upon its minutes.

- (v) Evidence in such form or of such other character as from time to time may be permitted by Sovereign Grand Lodge.
- (a) Members of the Order shall testify under their obligations, as Odd Fellows, according to "Form G", to be administered by the chairman of the committee.
- (b) In case either the party making a charge or the party against whom a charge has been made, desires to have the evidence of any person not a member of the Order the same shall be taken by statutory declaration under the Canada Evidence Act, made before any of the person authorized to take such declaration, and such declarations when so taken shall be received by the committee appointed to try the case.
- (c) Depositions of absent witnesses shall be procured by interrogatories and cross-interrogatories, in the form prescribed by the Sovereign Grand Lodge, subject to objection by either party, to be determined by the committee.
- (d) The attendance of witnesses must be procured by the party desiring to call them.
- (e) Any member of the Order refusing or neglecting to give evidence or produce documentary evidence in his/her possession, upon the application of the party requiring such testimony, shall then be required by the committee to give such evidence, and if he/she shall refuse, after being so required by the committee to give or produce such evidence, he/she shall be reported to their Lodge, which Lodge shall take such action as may be deemed necessary to compel the production of such evidence.

(109) Findings of Committee. The report of the committee shall state its finding on each specification of the charge, according to "Form F", and shall be accompanied by an accurate record of its proceedings, rulings, and decisions, together with the original evidence taken and all documents used during the trial, which shall be submitted to the Lodge.

- (a) Should there be a minority report it may be presented at the same time.
- (b) The minutes of the committee should show:
 - (i) The date and place of each meeting and the parties present.
 - (ii) The exceptions taken by either party, and the decisions thereon.
 - (iii) Evidence in full subscribed by the witnesses.
 - (iv) All documents used at the trial.
- (c) The finding of the committee shall be entered in the Lodge minutes by the secretary, who shall forthwith notify both parties that the report has been submitted and all parties shall be entitled to make a copy thereof.

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- (d) The Lodge shall take up the report for consideration at the second regular meeting after it has been submitted, and may reverse, affirm or amend the finding of the committee upon any one or all of the allegations in the charge, or postpone final action until a future meeting.
- (e) Should the committee report in favour of suspending or expelling the member, a motion to that effect shall be submitted to the Lodge by two or more of their members, in their name.
 - (i) A majority vote shall be necessary for a decision.
 - (ii) The vote shall be by ballot.
- (f) The Secretary shall immediately notify both parties of the final decision of the Lodge.
- (g) Either party may appeal from the decision of the Lodge to the Grand Master or to the Grand Lodge within two months from the action of the Lodge thereon.
 - (i) The Lodge shall transmit to the Grand Master, or the Grand Secretary, as the case may require, a copy of all the proceedings, regularly certified, upon receiving the costs and charges of copying and mailing the same.
 - (ii) Any judgement shall be performed pending the appeal and the appeal shall not operate as a super sedeas.

(110) Regalia and Jewels. The regalia of this Lodge shall be that prescribed by the regulations of the Sovereign Grand Lodge.

- (a) The funeral regalia shall be that prescribed by the Sovereign Grand Lodge.
- (b) The jewels to be worn must be in accordance with the Law of the Sovereign Grand Lodge.

(111) By-laws. This Lodge shall stand fully vested with the power to adopt from time to time, such By-laws and resolutions as may be deemed expedient, and to repeal or amend the same;

- (a) provided they do not in any way contravene any part of this Constitution or Rules of order for Odd Fellows Lodges, the Constitution and By-laws of the Grand Lodge of Ontario, or the laws, principles or customs of the Order.
- (b) This Lodge shall appoint a By-law committee to study and review its By-laws at least once in every five years, or sooner if deemed necessary to conform with existing economic or other conditions and to insure that its By-laws are consistent with the laws of the Grand Lodge of Ontario.
- (c) Before introducing a By-law dealing with a proposed purchase of real estate, or a proposed major expenditure on or addition to real estate or a proposed sale of real estate, the said Lodge must communicate with the Grand Secretary who shall refer the proposal at once to the Committee on Investment of Lodge Funds.

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(d) Any Lodge wishing to amend, revise or otherwise alter its By-laws, shall appoint a committee for this purpose.

(i) It is suggested that the said committee shall first send a draft copy of the proposed By-laws or changes thereto to the office of the Grand Secretary to be examined by the Committee on Laws of Odd Fellows Lodges who shall review same and make suggested changes, if required or where necessary, and return to the Lodge with its comments.

(ii) The Lodge committee shall again review its original draft which may be altered as suggested after which the final proposal shall be submitted to the Lodge.

(iii) A model set of By-laws is contained in "Appendix A" immediately following this Constitution of Odd Fellows Lodges, but the adoption of any of its clause shall not be mandatory.

(e) Save as hereinafter provided, no motion to adopt, amend or repeal any By-law of this Lodge shall be made unless notice thereof shall have been given at the two regular meetings immediately preceding that upon which such motion is announced to be made, nor unless every member shall have been notified of the proposed motion and in the exact terms in which it is to come before the Lodge.

(i) A motion to adopt, amend or repeal any By-law of this Lodge made necessary by regularly enacted amendments to the Constitution of Odd Fellows Lodges, may be considered by this Lodge without the notices prescribed as herein provided.

(ii) When a proposed amendment is legally before the Lodge for consideration it shall be within the power of the Lodge to alter or change said amendment in any manner considered expedient, provided that where the matter under consideration is the expenditure of money, or the fixing of salaries, no larger sum may be voted on than that mentioned in the notification sent out to the members.

(iii) When an amendment is under consideration in a Lodge, and when the consideration of such amendment is postponed to a meeting subsequent to the next regular meeting of the Lodge, a notice of such postponement or adjournment must be sent to every member of the Lodge at least one week prior to the date set for such further consideration.

(f) A motion by any Lodge to enact, amend, delete, repeal or otherwise alter any of its by-laws after completing the required procedures of this Constitution shall be adopted by the affirmative votes of two-thirds of the members voting, a quorum being present.

(i) Proxy voting is not permissible at any time and on any question under consideration.

(g) All such By-laws shall be immediately forwarded in triplicate to the Grand Secretary, authenticated by the seal of the Lodge and the signatures of the Noble Grand and Secretary, two copies to be retained by the Grand Lodge, and the other to be returned to

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the Lodge, certified as approved, or otherwise, as the case may be.

- (i) No such By-laws shall be operative until approved by the Grand Lodge, or, in its recess, by its Committee on Laws of Odd Fellows Lodges, or the Committee on Investments of Lodge Funds.

(112) Refreshments. No intoxicating beverages shall be sold or dispensed on any Lodge premises while such Lodge is in session.

- (a) The use of intoxicating beverages on Lodge premises shall not be permitted where it is not in keeping with the general standards of conduct.
- (b) The presiding officer at any particular function shall have full power to enforce the regulations herein contained and may order the expulsion from the Lodge premises of any member abusing the privileges herein contained or failing to conform to the said regulations herein contained and shall have the further right to prescribe the regulations with respect to the use of alcoholic beverages on the Lodge premises having regard to the circumstances prevailing with respect to any social event taking place on the Lodge premises.
- (c) The sale or dispensing of any intoxicating beverages or consumption thereof shall not violate any laws of any State, Province or Country relative to the sale or disposition of intoxicating liquors.
- (d) The Grand Master or appointed representative shall have the right to suspend the Charter or any component in the event that it fails to conform to the regulations herein contained and abuses the privileges herein extended so as to reflect on the Order adversely.
 - (i) No member of any component shall consume any intoxicating beverages while in a condition which will detract from the decorum of the Lodge meeting or social event which is taking place at any given time, nor shall such person be served any intoxicating beverage.

(113) Smoking. Smoking shall be strictly prohibited in all Lodge rooms while the Lodge is in session.

(114) Appeals. Any member dissatisfied with the action of the Lodge in any matter may appeal therefrom to the Grand Master, and therefrom to the Grand Lodge, and therefrom to the Sovereign Grand Lodge.

- (a) The appeals herein specified shall in each case be taken within two months from the date of the action or decision appealed from, and such appeal shall be conducted in a manner similar, as far as practicable, to appeals respecting trials.
- (b) After the death of a member, the same right of appeal in any case connected with pecuniary benefits shall be vested in the widow or representatives of the deceased.
- (c) It is distinctly and specifically affirmed that no member, his widow, children or representatives shall have the right to take a disputed case to the civil courts until the

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appeals within the Order, herein provided, shall have been exhausted.

- (d) Any judgement shall be performed pending the appeal and the appeal shall not operate as a super Seders.

(115) Miscellaneous.

- (a) **Emblems and Name** Neither the emblems nor the name of the Order nor of the Lodge, shall be used in connection with any public entertainment, excursion, party, or amusement of any kind, without the consent of the Grand Master having been previously obtained thereto, upon the request of the Lodge.
- (b) **A Good Samaritan Award** is hereby created. The recipient of this award must first be proposed by an Odd Fellows member for selection by the Joint Planning Board, who shall set procedures and standards for this award. The recipient need not be a member of this Order. The proposer must provide the Joint Planning Board with information regarding the act or deed by this proposed recipient reflecting the virtues of a Good Samaritan. The Grand Lodge will provide a suitable certificate for such an award. An individual Lodge may provide a monetary award of up to \$200.00 to such a person, provided the Joint Planning Board has approved of the individual's award.

(116) Repealing Clause. This Constitution with amendments from time to time shall supersede and take the place of all former laws, rules and regulations enacted for the government of Odd Fellows Lodges of the Independent Order of Odd Fellows in Ontario, and all laws, rules and regulations governing such Odd Fellows Lodges not in accord with the revised laws of the Order as enacted in accord with the revised laws of the Order as enacted by the Grand Lodge of Ontario, Independent Order of Odd Fellows, and by Sovereign Grand Lodge, Independent Order of Odd Fellows, are hereby repealed; and

- (a) all By-laws, rules and regulations of any Odd Fellows Lodge in conflict with this Constitution, or with the general laws of the Order are hereby declared to be null and void.

(117) Amendments. This Constitution and Rules of Order for Odd Fellows Lodges, or any part thereof, shall not be amended, suspended or annulled unless by action of the Grand Lodge of Ontario at any regular session.

- (a) Sections of the Constitution of Odd Fellows Lodges enacted, amended, altered or repealed shall come into force and effect or, in the case of repeal, be abrogated, on the first day of September of the year enacted, amended, altered or repealed.
- (b) In order to comply with Chapter III, Section 5 B (1) (a) of the Constitution and By-laws of the Grand Lodge of Ontario, any amendment or any resolution whatsoever affecting the raising of disbursement of funds by Odd Fellows Lodges, notice of such proposed amendment or resolution must be given in its exact terms at the Annual Sessions of the Grand Lodge of Ontario next preceding that upon which it is to be considered.

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(118) Rules of Order.

RULE I - As soon as the presiding officer shall have taken the chair, and at the sound of the gavel, the officers and members present shall take their respective stations, and the Lodge shall then be opened in ancient form.

RULE II - ⁽²⁰¹⁴⁾The order of procedure after opening can be as follows:

1. Calling the roll of officers.
2. Introduction of visiting members.
3. Reading and disposal of minutes of the last regular or any special meeting.
4. Business arising from the minutes.
5. Presentation of accounts and reading correspondence.
6. Report of Visiting Committee.
 - a) Vice Grand to ask: "Does any Member know of a sick Member or a Member in distress?"
7. Proposition for Membership, Report of Interviewing Committee, Balloting for Membership.
8. Conferring of degrees.
9. Reports of Committees
10. Reports of Officers and the Executive.
11. Unfinished business.
12. New business.
13. Good & Welfare. Has any Member anything to offer for the Good of the Order?
14. Receipts of the evening.
15. Closing the Lodge.

RULE III - The presiding officer shall preserve order and decorum, and pronounce the decisions of the Lodge on all questions; may speak on points of order in preference to other members; shall decide all points of order, subject to an appeal to the Lodge by any two members, on which appeal no member shall speak more than once; and may vote on all questions decided by ballot. When a tie occurs on a vote by ballot, the question shall be decided in the negative. When the vote is not by ballot, the presiding officer shall have only a casting vote.

RULE IV - Any member offering a motion must do so in writing, if a request to that effect be made by the Lodge, the presiding officer or the Secretary.

RULE V - No question shall be put by the presiding officer, unless regularly moved and seconded; nor be open for consideration until so put, and when put, no other motion shall be receivable, unless it is a motion;

1. To close the Lodge;
2. To lay on the table;
3. To put the previous question;
4. To postpone to a certain time;
5. To refer;
6. To amend; or
7. To postpone indefinitely.

These several motions, if made, shall have precedence in the order above stated, and the first, second and third thereof shall be decided without debate.

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RULE VI - After the question shall have been stated by the Noble Grand he/she shall ask, "Is the Lodge ready for the question?" If no member rises to speak, he/she shall rise to put the question, whereupon all debate shall cease.

RULE VII - When the call for the previous question is moved and seconded it shall be put at once in the following words: "Shall the question be now put?" If decided in the affirmative, the debate shall cease and the Chair shall put to vote all pending amendments in their proper order, and afterwards the original motion; if the call for the previous question be decided in the negative, the question shall be before the Lodge as before.

RULE VIII - Any member may require the division of a question when the sense will admit of it.

RULE IX - When a blank is to be filled, the question shall be first taken on the highest sum or number, or latest time proposed.

RULE X - Any two members may call the yeas and nays, which shall be taken by the Secretary calling the roll of members or the names of the members present, each member voting audibly as his/her name is so called.

RULE XI - After any question (except a motion for indefinite postponement or for the previous question) has been decided by the Lodge, it shall not be again brought before it during the term in which it was decided, unless a notice of motion for reconsideration be given by two of the members who voted with the prevailing side, either at the meeting at which such question was decided, or the next following meeting; but such question shall not be reconsidered without a vote of the Lodge to that effect after notice of motion therefore shall have been given at two regular meetings; nor shall any question so decided by the Lodge be again brought up for consideration after the expiration of the term in which it was decided, unless a notice of motion therefore shall have been given at the meeting previous to that at which it is to be acted upon.

RULE XII - The presiding officer shall not make or second any motion or take part in any debate while in the chair, except in case of appeal from his/her decision, or upon a point of order.

RULE XIII - Every member shall have the privilege of speaking twice on any question, but not oftener, unless by permission of the presiding officer.

RULE XIV - Any member intending to speak on a question shall rise in his/her place and respectfully address the presiding officer as "Noble Grand" and confine comments to the question, avoiding personalities. Should more than one member rise to speak at the same time, the presiding officer shall determine who is entitled to the floor.

RULE XV - The presiding officer or any member may call a member to order while speaking; and, in such case, the debate shall be forthwith suspended and the member so called to order shall resume his/her seat until the point of order thus raised be determined, and shall not speak upon such point of order unless it be to make necessary explanation or appeal from the decision of the chair.

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RULE XVI - In all cases where a member appeals from the decision of the chair he/she shall use words to the following effect "Noble Grand, I respectfully appeal from the decision of the Chair to the Lodge." The presiding officer shall make such explanation as deemed necessary and the Lodge may discuss and shall decide the question. The Noble Grand shall put the question in the following words "Will the Lodge sustain the decision of the Chair?"

RULE XVII - When a question has been postponed indefinitely it shall not be again introduced during the same or next succeeding meeting.

RULE XVIII - Any member who may have been called to order for manifestation of temper, or improper feeling, must apologize to the Lodge or to any aggrieved party, if required to do so by the presiding officer, and shall not speak again on the pending question, except to explain or apologize, unless specially permitted to do so by the presiding officer.

RULE XIX - The presiding officer or the Lodge may, at any time, require all members present to vote upon any pending question, or may excuse any member or members from so doing.

RULE XX - Members, not members of this Lodge, may address the Lodge on receiving permission to that effect from the presiding officer.

RULE XXI - No member shall retire while the Lodge is open, without permission of the presiding officer, nor enter or retire during the opening or closing ceremonies, nor while degrees are being conferred.

RULE XXII - No Member shall be granted permission to speak or to cross the floor while the Lodge is in session without addressing the presiding officer with the sign of courtesy and in the manner hereinafter prescribed. A Member shall not cross the floor nor disturb another while a member is speaking, unless on a point of order.

The method of addressing the presiding officer shall be for the Member to rise and assume the same attitude as when obligated as an Odd Fellow. The presiding officer shall respond in the same manner.

When a Member wishes to cross the floor while the Lodge is in session he/she shall proceed to the center of the floor, face the presiding officer and address the Chair as described herein.

The sign shall be used when the Lodge is open in any degree except as otherwise provided by the Ritual.

The sign as described herein shall be adopted for use only while in attendance at any Lodge within the Jurisdiction of Ontario and must not at any time take precedence over any other sign authorized by the Sovereign Grand Lodge.

Members admitted to the Lodge when open or given permission to retire before the Lodge is closed shall advance to the center of the floor and address the chair with the sign of the degree in which the Lodge is open as prescribed by the Ritual.

RULE XXIII - A motion to suspend or alter the order of Procedure, as contained in

CONSTITUTION OF ODD FELLOWS LODGES **CHAPTER IV**

Rule II for the remainder of a meeting, may at any time be carried by a vote of not less than two-thirds of the members present and voting thereon.

RULE XXIV - These rules, or any part thereof, shall not be amended, suspended, or annulled (except in the cases provided for by Rule XXIII, and excepting also that Rule II may be permanently amended in the same manner as the by-laws), unless by action of the Grand Lodge of Ontario.

RULE XXV - All questions of order arising and not provided for by these rules shall be decided in accordance with the provisions of Roberts Rules of Order.

CONSTITUTION OF ODD FELLOWS LODGES
CHAPTER IV
Appendix A.

(iii) A model set of By-laws is contained in " Appendix A" immediately following this Constitution of Odd Fellows Lodges, but the adoption of any of its clause shall not be mandatory.

Grand Lodge of Ontario,
Independent Order of Odd Fellows.

Model By-laws for
Odd Fellows Lodges,
under the Jurisdiction of the
Grand Lodge of Ontario.

By-Laws of _____Lodge, number _____,
Independent Order of Odd Fellows.
_____, _____, Ontario. _____.
Address City/Town/Village. Postal Code

1. TITLE.

This Lodge shall be known by the name, style and title of _____Lodge,
number _____ of _____, _____, Ontario. _____,
Independent Order of Odd Fellows, working under the jurisdiction of the Grand _____ Lodge of
Ontario, Independent Order of Odd Fellows.

2. TERMS.

The term of this Lodge shall be annual and shall commence on the first day of September of each
year.

3. MEETINGS.

⁽²⁰²³⁾This Lodge shall meet regularly, according to the Odd Fellows Lodge Ritual, on the
_____ of each month at _____ pm o'clock, except in the months of July and
August when regular meetings may be discontinued, provided a motion is made at the last regular
meeting in the month of June to that effect. During this recess, if there be one, the Elected Officers
shall have the authority to transact any emergency business and to pay all regular accounts.

4. ELECTION OF OFFICERS.

The Election of Officers shall take place on or before the first meeting night in March, as provided
in the Constitution of Odd Fellows Lodges.

5. ⁽²⁰¹⁸⁾ ADMISSION FEES.

5(a) A proposition fee of _____ Dollars, \$_____, shall accompany _____ each
application for admission by Initiation and this amount shall be considered part of the admission
fee. **(Please note: the minimum proposition fee is \$10.00. Your Lodge should decide on the
amount of your proposition fee or use this minimum amount).**

CONSTITUTION OF ODD FELLOWS LODGES CHAPTER IV

5(b) ⁽²⁰²²⁾The fee for admission into membership by Initiation shall be _____ Dollars, \$ _____. This amount less the proposition fee, plus dues on a pro rata basis to the end of the term, shall be paid prior to the Ceremony of Initiation. The aforementioned amount shall include the fee for all degrees.

5(c) The fee for admission of an Associate member shall be _____ Dollars, \$ _____. **(Please note: the minimum fee is \$2.00. Your Lodge should decide on its own fee subject to the stated minimum amount).**

5(d) The fee for admission into membership in this Lodge by unexpired withdrawal card, dismissal certificate, Grand Lodge Card or Certificate of Resignation shall be _____ Dollars, \$ _____, plus dues, on a pro rata basis to the end of the term. **(Please note: the minimum amount is \$10.00. Your Lodge should decide on the amount to be charged based on the stated minimum amount).**

6. DUES.

6(a) All dues shall be payable in advance, annually, on or before the first day of October.

6(b) The annual dues for each member of this Lodge shall be _____ Dollars, \$ _____. **(Please note: the minimum amount of annual dues is \$40.00. Your Lodge should decide on the amount of annual dues based on this minimum and the monies needed to operate your Lodge).**

6(c) The annual dues for each Associate member of this Lodge shall be _____ Dollars, \$ _____. **(Please note: the minimum amount is \$5.00)**

6(d) The annual dues for Senior Citizen membership (as provided in Clause 61 (a) of the Constitution of Odd Fellows Lodges), shall be _____ Dollars, \$ _____. **(Please note: the minimum amount is \$28.00)**

6(e) The annual dues for non resident members (as provided in clause 62 of the Constitution of Odd Fellows Lodges), shall be _____ Dollars, \$ _____. **(Please note: the minimum fee is \$28.00)**

6(f) All dues and fees of this Lodge are subject to change yearly or as directed by the Grand Lodge of Ontario or the Sovereign Grand Lodge.

7. FUNDS.

7(a) There shall be a general fund of this Lodge which shall include a current chequing account, from which all normal operating expenses shall be paid by cheque, and a non-chequing savings account which may consist of such monies not in immediate use. Monies shall be transferred to or from such savings account when necessary. Said accounts shall be in a Chartered Bank or Trust Company as the Lodge shall direct. In addition to the Bank Accounts, the general fund shall consist of all securities, real estate, furniture, regalia and all other assets as outlined in clause 98 of the Constitution of Odd Fellows Lodges.

CONSTITUTION OF ODD FELLOWS LODGES **CHAPTER IV**

7(b) All bills and accounts of the Lodge shall be paid by cheque, signed by at least two of the three following officers, the Treasurer, the Secretary, or the Noble Grand of this Lodge.

7(c) Any funds not required for immediate use by the Lodge may be invested in the Corporate name of the Lodge subject to clauses 99 and 100 of the Constitution of Odd Fellows Lodges.

7(d) ⁽²⁰²³⁾This Lodge may maintain a safety deposit box in the Corporate name of the Lodge in a chartered bank or trust company as selected by the Lodge. A minimum of two signing officers of the Lodge as stated in the foregoing by-law (7(b)) or trustees of this Lodge as stated in the following by-law (8), shall be present when the safety deposit box is opened for any purpose.

8. TRUSTEES.

This Lodge shall have 3 Trustees, elected on a rotation basis. Each of these trustees will be elected for a three year term, at the rate of one per year, at the same meeting as the officers of the Lodge are elected for the ensuing term. The retiring trustee shall be eligible for re-election. The Trustees of this Lodge shall perform the duties outlined in clauses 14, 15 and 42 of the Constitution of Odd Fellows Lodges.

9. ⁽²⁰¹⁸⁾ REVIEWERS.

The Noble Grand on the night of his/her installation shall appoint, subject to the approval of the Lodge, the finance committee as provided in clauses 45 and 46 of the Constitution of Odd Fellows Lodges, wherein the reviewing duties are outlined.

10. SALARIES.

This Lodge shall pay Salaries as specified to the following officers:

Secretary: _____

Financial Secretary: _____

Treasurer: _____

Salaries shall be paid annually at the close of each term for the faithful performance of each of the listed officer's duties.

11. AMENDMENTS.

The By-Laws of this Lodge may be repealed or amended as provided in the Constitution of Odd Fellows Lodges. When these by-laws are approved by the Grand Lodge any and all former by-laws of this Lodge are hereby declared repealed.

CONCLUSION:

Listed herein are the By-Laws of _____ Lodge, number _____, Independent Order of Odd Fellows and they were duly confirmed by a majority vote of the membership _____, _____, 20 _____. These by-laws have been duly signed by the authorized representatives of _____ Lodge number _____.

**CONSTITUTION OF ODD FELLOWS LODGES
CHAPTER IV**

Lodge Officers: By-Law Committee of

_____**Lodge, #**_____

_____**Noble Grand.**

_____**Secretary**

(SEAL)

Independent Order of Odd Fellows.

CONSTITUTION OF ODD FELLOWS LODGES
CHAPTER IV

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**REBEKAH ASSEMBLY OF ONTARIO,
Independent Order of Ontario.**

Sister Carson Shulist, Assembly Secretary
5207 Valley View Cres.
Niagara Falls, ON
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289-296-9419

CONSTITUTION AND BY-LAWS

**OF THE
REBEKAH ASSEMBLY
OF
ONTARIO,**

Independent Order of Odd Fellows

(Comprising Chapters V, VI, VII and VIII of the Code of Ontario Odd Fellow Laws)

Adopted by
the Rebekah Assembly of Ontario
and approved by
the Grand Lodge of Ontario, I.O.O.F.
And the Sovereign Grand Lodge, I.O.O.F.

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER V

CHARTER OF THE REBEKAH ASSEMBLY OF ONTARIO
INDEPENDENT ORDER OF ODD FELLOWS

Approved by
The Rebekah Assembly and
The Grand Lodge of Ontario

The Grand Lodge of Ontario, Independent Order of Odd Fellows,
by the authority vested in it by the Sovereign Grand Lodge,
does ordain, declare and establish the following articles as the constitution
enacted for the government of the
REBEKAH ASSEMBLY and
REBEKAH LODGES in Ontario.

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO

CHAPTER VI

Rebekah Assembly of Ontario,

Independent Order of Odd Fellows of Ontario.

Sister Carson Shulist, Assembly Secretary

5207 Valley View Cres.

Niagara Falls, ON

L2E 7E5

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289-296-9419.

CONSTITUTION OF THE

REBEKAH ASSEMBLY

OF

ONTARIO,

Independent Order of Odd Fellows

(Comprising Chapter X of the Code of Ontario Odd Fellow Laws)

Adopted by
the Rebekah Assembly of Ontario
and approved by
the Grand Lodge of Ontario,
and The Sovereign Grand Lodge
I.O.O.F.

**CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI**

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CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI

TITLE

Section 1 - This body shall be known by the name of "**THE REBEKAH ASSEMBLY OF ONTARIO of the Independent order of ODD FELLOWS.**"

POWERS

Section 2 - This Rebekah Assembly shall have such jurisdiction in Odd Fellowship over Rebekah Lodges and Rebekah members within that section of the Dominion of Canada, called and known as the Province of Ontario, as may be vested in it from time to time by the Grand Lodge of Ontario, I.O.O.F. It shall have the power of drafting by-laws and rules for its own government; of regulating the means of its support and of performing all such other acts and things as shall have for their object the promotion of the true and best interests of the Order, subject, however, in all cases to the consent and approval of the Grand Lodge of Ontario.

HEAD OFFICE

Section 2A - ⁽²⁰⁰⁵⁾The office of the Rebekah Assembly shall be located at or near the home town of the Secretary of the Rebekah Assembly.

MEMBERSHIP

Section 3 - This Rebekah Assembly shall be composed of all duly qualified Past Noble Grands of Rebekah Lodges, and Past Grands of Odd Fellow Lodges who are members in good standing in Rebekah Lodges in Ontario, and who have received the Rebekah Assembly Degree, Past Elective, Elective and Appointive officers of the Rebekah Assembly. But its legislative functions shall be vested in and exercised solely by such representatives as shall be elected and appointed in the manner prescribed by the Constitution and By-laws of this Rebekah Assembly, and by Past Elective, Elective and Appointive officers of the Rebekah Assembly.

Section 4 - ⁽²⁰⁰¹⁾ Every Rebekah Lodge within the jurisdiction shall, at its last meeting in the month of February, annually elect by ballot from among its Past Noble Grands in good standing, one representative, who shall represent such Lodge in the Rebekah Assembly for one year. Any Lodge not having in its membership a properly qualified Past Noble Grand may elect a Past Grand who is a member in good standing in such Lodge. Should such Lodge not have a Past Noble Grand nor a Past Grand properly qualified, it may choose one so qualified from any other Rebekah Lodge in the jurisdiction as its representative, who shall present a report of the session to the Lodge at the first or second meeting after the sessions.

At the same meeting such Rebekah Lodge may also elect an alternate for its representative to the Rebekah Assembly, who, in the event of the resignation or inability of said representative to officiate, shall succeed to all of said representatives duties and powers, and a certificate shall be issued to that effect, duly signed and sealed, by the Noble Grand and the Secretary of the Lodge.

Every Rebekah Lodge may also, at the same meeting, elect one of its Past Noble Grands in good standing to act as a scholar, whose duties shall be to assist the representative in taking notes and preparing a report of the sessions of the Rebekah Assembly. The expenses of such scholar shall be borne by the Lodge.

OFFICERS

Section 5 - ⁽²⁰²⁵⁾The Elective officers of this Rebekah Assembly shall be: President; Vice President; Warden; Secretary and Treasurer and Representative to I.A.R.A, who shall be elected on the floor of the annual Assembly as provided by By-law No. 23, except the Secretary and Treasurer. The Secretary and Treasurer shall be elected for a period of Three (3) years, to a maximum of four (4) terms. and The Treasurer shall be elected for a period of Three (3) years to a maximum of three (3) terms providing each has been previously elected to and served in their respective office. If each has not served in their respective office, she/he shall be elected for a probationary period of one year.

**CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI**

Section 6 - ⁽²⁰¹⁸⁾The Incoming President appoints the Appointive Officers of the Rebekah

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI

Assembly to serve for her/his term of office. The Appointive Officers of the Rebekah Assembly shall be Marshal; Conductor; Chaplain; Musician; Soloist; Inside Guardian; and Outside Guardian; Canadian Colour Bearer; American Colour Bearer; Right Herald and Left Herald.

IOOF SENIORS HOMES, INC.

Section 7 -

- (a) Whereas, the Grand Lodge of Ontario has created a charitable organization incorporated under the laws of the Province of Ontario, more specifically under The Corporations Act, The Mortmain and Charitable Uses Act, to be known and titled as the "I.O.O.F. Senior Citizen Homes Inc." and registered by the Ministry and Commercial Relations as Ontario Corporation Number 451393; and
- (b) Whereas, The objects for which the Corporation is created are:
 - (1) To construct, hold, manage, provide and maintain rental accommodation and rest home facilities for elderly citizens; and
 - (2) To buy, lease, hold and build, develop or improve any lands and buildings necessary for carrying out the above objects; and
 - (3) To raise money by accepting subscriptions, memberships, donations, gifts and testaments for carrying out the above objects; and
 - (4) In the case of property acquired by gift, demise or bequest, to apply the income and principal thereof to such charitable purposes in Canada as the donor or testator may have prescribed in his Will or Instrument of Gift; and
 - (5) To do all such things as are incidental or conducive to the attainment of the above objects and in particular: To acquire, accept, solicit, or receive, buy, purchase, lease, contract, donation, legacy, gift, grant, bequest, or otherwise, any kind of real or personal property absolutely or in trust and to enter into and carry out agreements, contracts, and undertakings incidental thereto; and
- (c) Whereas, it is further enacted that upon dissolution of the Corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to one or more recognized charitable organizations which carry on their work solely in Canada; and
- (d) Whereas, the Corporation shall be carried on without the purposes of gain for its members and any profits or other accretions to the Corporation shall be used in promoting its objects; and
- (e) Whereas, The Directors shall serve as directors and officers without remuneration and, no Director shall directly or indirectly receive any profit from his position as Director or officer, provided that a Director may be paid reasonable expenses incurred by him in the performance of his duties as a Director or officer; and
- (f) Whereas, no part of the income of the Corporation may be payable to or otherwise available for the personal benefit of any member thereof: therefore, be it
 - (1) Resolved, that Directors of the Corporation shall be jointly and severally liable for their acts in connection with the Corporation as provided by the Provincial Acts outlined in Clause (a) of the aforesaid preamble.
 - (2) ⁽²⁰¹⁰⁾ Resolved, that the representatives at the annual sessions of the Rebekah Assembly of Ontario shall select up to a maximum of three Rebekahs to be recommended as candidates for membership into the corporation and after meeting all requirements of the said Corporation, they shall be eligible to stand for election by the members at the annual meeting held in June of each year. One to be elected from the slate of three nominees each year and at all times a maximum of three Rebekahs will be directors representing the Rebekah Assembly.
- (3) Resolved, that it will be the duty of the Secretary of the Rebekah Assembly of Ontario to inform the Corporation at its Head office, in writing, the names of Rebekahs being recommended for

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI

membership into the corporation and subsequent election as Directors.

(4) ⁽²⁰¹⁰⁾ Resolved, that for information purposes, the members of the IOOF Seniors Homes Inc., at its annual meeting will elect from its own membership, one (1) Director for the ensuing term.

AUDITOR

Section 8 - This Assembly shall procure the services of a chartered accountant to audit the books, voucher, etc., of the Secretary and Treasurer of the Rebekah Assembly.

VACANCY IN OFFICE

Section 9 - Should a vacancy occur in the office of President, either by death, resignation or removal from office, the Vice President shall become President until the next regular session thereafter, and shall be invested with all the powers and privileges of the President.

Section 10 - Should a vacancy occur in the office of Vice President, Warden, Secretary or Treasurer, by death, resignation or otherwise, during the recess of this Rebekah Assembly, such vacancy shall be filled by a member of the Order, to be chosen by a majority of the remaining elective officers, provided always, that the choice so made shall be only for the unexpired portion of the term vacated.

ADVISORY BOARD

Section 11 - ⁽²⁰¹⁹⁾ The Elective Officers and immediate Past President shall constitute an Advisory Board, who shall meet at the Rebekah Assembly office on summons of the President. The Chairperson of the Finance Committee shall attend as an Advisor to the Board. It shall be their duty to render assistance and advice to the President on such matters as she shall deem necessary to submit to their notice and consideration during the recess of the Rebekah Assembly. The Board shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the Jurisdiction of the Rebekah Assembly during the interim of the Rebekah Assembly Sessions.

ASSEMBLY COMMITTEES

Section 12 - ⁽¹⁹⁹⁶⁾ The following committees shall be elected or appointed by the President, prior to the close of the Annual Session:-

STANDING COMMITTEES

⁽²⁰²³⁾ One (1) member of the Finance Committee, Memorial Committee, chairperson Membership Committee, one (1) member of Committee on Laws, Three (3) members to the Ontario I.O.O.F. Memorial Research Committee, one (1) member to the Canadian War Memorial Committee, and one (1) representative to be elected annually to Joint Planning Board and two (2) representatives for Pilgrimage for Youth Committee, and one (1) Representative to Campfire Circle, Odd Fellows and Rebekah Capital Fund. These Committees and Chairpersons of Committees shall serve until their successors shall be appointed, unless during the recess any member of said committee should resign, refuse or neglect to act, or become incapacitated - in which event the vacancy shall be filled by appointment of the President

COMMITTEE ON LAWS OF REBEKAH LODGES

Section 13 - There shall be a Committee on Laws of Rebekah Lodges, consisting of three members, who shall serve for a period of three years, one being appointed by the President each year.

For services rendered the members of this committee shall receive annually the amount provided for in the budget of the Finance Committee and approved by the Assembly at each annual session.

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI

SESSIONAL COMMITTEES AND APPOINTEES

Section 14 - ⁽²⁰¹⁰⁾ The following committees and appointees shall be made by the President from among the Representatives or Past Elected Officers of the Assembly, at or prior to the opening of each Annual session, to serve during the Sessions of the Assembly. Credentials; Appeals and Grievances when required; Legislation; State of the Order and Districts; Election Returns; Mileage and Per Diem; The Unwritten Work; Appreciation; Introductions; and such Special Committees as shall be found necessary from time to time; an assistant to the Assembly Secretary and Stenographer.

MEETING TIME OF COMMITTEES

Section 15 - ⁽²⁰²⁵⁾ The Committee on Credentials shall meet preceding the opening of the Assembly, at 8 am with registration to start at 8:30 am so as to have the report ready for the Sessions and afternoon committee work. The following committees shall meet at 10 a.m. or such other time as may be designated preceding the opening of the Rebekah Assembly; Election, Finance, State of the Order and Districts, Mileage and Per Diem, Legislation, Membership, Memorial Ceremony. Representatives, Officers and Past Elected Officers of the Assembly shall be paid one day's per diem for attendance at committee meetings, in addition to the regular per diem allowed Representatives, Officers and Past Elected Officers. Any Representative, Officer or Past Assembly Officers not in attendance at the committee meeting, will not receive the extra per diem. Legislation, Appreciation and other special committees shall meet on call of their Chairman any time during the Annual Sessions. Committee on Introductions will function any time during the Annual Sessions at the request of the President.

SESSIONS

Section 16 - The Rebekah Assembly shall meet annually in May, on the Monday preceding the Annual Session of the Grand Lodge of Ontario in each year, at such time and place as may be chosen for the Annual meeting of the Grand Lodge of Ontario, provided suitable and adequate accommodation can be obtained. If such cannot be obtained, the advisory board shall have the authority to change the date of meeting as near the regular date as possible, in which event the Rebekah Lodges shall be notified of said change, at least four calendar months prior to the date fixed. The President and Assembly Secretary shall select the hall or auditorium where the Sessions of the Assembly shall be held. Provided, however, that the Rebekah Assembly at any regular annual session may decide by a two-thirds vote of the representatives present and voting, to omit holding the next annual session; or by a like vote may delegate such power to its Advisory Board, whose action in the matter must be taken at least four calendar months prior to the date fixed for the said ensuing session, and Rebekah Lodges shall forthwith be notified of such action. The President shall have the power to convene special sessions of the Rebekah Assembly for the transaction of extraordinary business, which must be stated in the call; provided that two weeks' notice shall be given to each Rebekah Lodge and representative, of the time and object of such session, and at such sessions no business shall be transacted other than that stated in the call.

Section 17 - To constitute a regular or special session of this Rebekah Assembly, there must be in attendance a majority of the representatives of all the Rebekah Lodges within the jurisdiction; twenty representatives shall form a quorum for the transaction of business.

REVENUE

Section 18 - ⁽²⁰⁰¹⁾ The Rebekah Assembly shall be entitled to receive from each Rebekah Lodge for each unsuspended member on its books (except non-contributing and associate members) such sum Dues as may be fixed by the By-laws of this Rebekah Assembly, which shall be payable yearly, as shown by the Annual returns. Further revenue shall be drawn from the sale of supplies to the Lodges.

Section 19 - In case of failure or deficiency in the funds of the Rebekah Assembly, the amount required may be obtained by an assessment upon the Lodges under its jurisdiction, apportioned according to the number of unsuspended members (except non-contributing and associate members) in each Lodge, as reported in its last Annual return. But the Rebekah Assembly shall not create any debt nor incur any liability requiring a larger amount than can be paid out of its funds on hand, without the sanction previously obtained of at least two-thirds of the Lodges under its jurisdiction.

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
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FUNDS

Section 20 - This Rebekah Assembly shall have a General Fund, and may by by-law create funds for special purposes.

Section 21 - The General Fund shall consist of all moneys at its credit at the adoption of this constitution, and all moneys hereafter received from the sale of supplies, dues or special assessment and charter fees, also all interest on investments or moneys in the bank.

FLOWERS FOR SICK OR DECEASED MEMBERS

Section 22 - When an Assembly Officer, past elected officer or Grand Lodge of Ontario elected officer shall be seriously ill, the Assembly Secretary on instructions from the President, shall send flowers.

(2012) In the event of the decease of an Elected Assembly Officer, Past Elected Assembly Officer or elected Officer of the Grand Lodge of Ontario, the Assembly Secretary under instructions from the President, shall send a Donation OR Flowers.

(2012) In the case of demise of a Parent, Spouse or Child of an Elected Assembly Officer, past elected Assembly Officer, or elected Grand Lodge Officer, at the time of demise, a Donation OR Flowers shall be sent.

Any special cases not covered by the foregoing shall be taken care of at the discretion of the Assembly President and Assembly Secretary. Cards of Greeting, Get Well Convalescent and Sympathy may be sent at the discretion of the Assembly President and the Assembly Secretary.

LODGES

Section 23 - upon receiving the written petition of the requisite number of properly qualified persons and the charter fee, the Grand Lodge of Ontario may grant charters to Rebekah Lodges, subject to terms and conditions imposed by the Constitution and By-laws of the Grand Lodge of Ontario and of the Constitution and By-laws of this Rebekah Assembly. During recess of the Grand Lodge the Grand Master at his discretion, may issue dispensations for the institution of such Lodges.

Section 24 - The funds and properties of Rebekah Lodges are by the provisions of their charter and the laws of the Order, held only in trust for charitable purposes; donating them for other than such purposes, or in any manner dividing them among the members individually, is a violation of such trust and law - the penalty for which is expulsion; and any member participating in such illegal diversion of Lodge property from its legitimate objects will be held personally responsible for the money or effects so diverted, and will be liable to prosecution by the Rebekah Assembly, or by the Grand Lodge in the civil courts. If a Lodge shall fail from any cause to work, all moneys and properties, together with the charter and seal, shall be surrendered to the Rebekah Assembly, to be held in trust and applied as hereinafter provided.

Section 25 - Any Rebekah Lodge failing to make the returns and pay the Dues or assessment required by its constitution, for twelve months, shall become liable to the forfeiture of its charter, which may thereupon be recalled by the Grand Master upon the recommendation of the President, or by vote of the Rebekah Assembly at any regular session. In the event of any Lodge failing to meet for three consecutive months, it shall render itself liable to a forfeiture of its charter, and it shall be the duty of the officers and members of the Lodge to transmit to this Rebekah Assembly, when and if required, the charter, seal, books, funds and other property of the said Lodge.

Section 26 - A Rebekah Lodge may surrender its charter and be merged into another Lodge; or two or more Lodges may be amalgamated under the terms and conditions prescribed in the by-laws of this Rebekah Assembly.

Section 27 - In all cases where the charter of a Rebekah Lodge is arrested, surrendered or reclaimed, it shall be the duty of the Assembly Secretary to forward the charter, seal and funds of any such Lodge to the Grand Secretary of the Grand Lodge of Ontario. When the President of the Assembly shall request the District Deputy President to lift the charter and effects the District Deputy President shall be paid kilometerage one way, at the current rate as determined by the Rebekah

CONSTITUTION OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VI

Assembly.

DISTRICTS

Section 28 - The Rebekah Assembly shall group the Lodges in the Province of Ontario into districts, making such arrangements thereof from time to time as circumstances may suggest or require, and the President shall, before the close of the annual session, appoint a District Deputy President for each district, within which one or more Rebekah Lodges may be in operation; and such District Deputy President shall serve until the next annual session of the Rebekah Assembly, unless the office shall have been vacated prior to such session.

Section 28A - When a Lodge desires to change Districts, or two or more Districts desire to merge, they shall present to the Rebekah Assembly a petition over their seals and signatures of the Noble Grand and Secretary of the Lodge or Lodges, showing that the question of mergement or rearrangement of District boundaries had been voted on and approved, and that there was a majority vote in approval from the other affected Lodges received in the same format.

DISPENSATIONS

Section 29 - ⁽²⁰⁰⁹⁾The Rebekah Assembly, or in its recess the President thereof, shall have power to issue dispensations to any lodge under this jurisdiction:- To hold public, joint public or joint installations; to remove the charter from one Lodge room to another in the same territorial jurisdiction; to install a Noble Grand or Vice Grand who was elected, as provided for by law, because there were no qualified members;

Every dispensation must state occasion, purpose and date for which it is granted. District Deputy Presidents shall only issue dispensations for social events and entertainments in accordance with the laws of the order, in their own districts. They will make a monthly report to the President of all dispensations issued.

Section 30 - ⁽²⁰⁰⁹⁾The President shall not grant a dispensation to a Lodge to exempt it from the operation of any law or regulations, or to vote for officers on other than the prescribed night. (**Chapter VII, Section 9 A (5) of the Code of General Laws.**)

Section 31 - A District Deputy President shall not grant a dispensation, except as provided for in Section 29.

APPEALS

Section 32 - Upon the investigation of any appeal the Rebekah Assembly has full power and jurisdiction to dismiss the appeal; approve the proceedings; affirm the decision appealed from; reverse, modify or change the decision or sentence; remove any suspension or expulsion; restore any brother or sister to his or her full rights and privileges; inflict a penalty where the Lodge has failed to do so; set aside the proceedings for informality or irregularity; remand the case for further proceedings; order a new trial, or give directions as may seem proper, subject always to appeal to Grand Lodge and Sovereign Grand Lodge.

NEW LEGISLATION

Section 33 - All legislation to be presented for the approval of Grand Lodge must be prepared in triplicate; two copies delivered to the Grand Lodge Committee on Legislation accompanied by a letter from the Assembly Secretary; and one copy to be retained by the Assembly Secretary.

AMENDMENTS

Section 34 - This constitution or any part thereof, shall not be altered, amended, suspended or annulled, unless by a majority vote of the representatives present at an annual session of the Rebekah Assembly, subject to the approval of the Grand Lodge and upon notice of such alteration or amendment, in the exact terms of the amendment proposed, being given at the annual session next preceding and a copy thereof being sent to each Rebekah Lodge by the Assembly Secretary at least three months previous to the session at which the vote is to be taken; provided that all changes which may be required to make this Constitution and the By-laws of this Rebekah Assembly conform

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to such laws, rules and regulations, as may be made by the Sovereign Grand Lodge, may be ordered and made at any annual session, without previous notice.

Provided that where a committee has been appointed to revise this constitution and is instructed to report at a subsequent session of the Rebekah Assembly, the revision presented by this committee may be dealt with and adopted at the session at which it is presented; after the Rebekah Lodges have been furnished with a copy of the revision at least two months prior to the holding of the session, and each representative furnished with a copy as soon as his or her name and address is sent to the Assembly Secretary.

Provided further, that where at any session, an amendment to any part of this constitution is properly before the Rebekah Assembly, as herein provided, its wordings may be amended or altered in any manner which shall meet the approval of a two-thirds' majority of the representatives present and voting.

REGALIA AND JEWELS FOR OFFICERS OF A REBEKAH ASSEMBLY

Section 35 - ⁽²⁰⁰⁹⁾The Rebekah Assembly shall provide suitable regalia and jewels for its Officers. A chain collar may be worn as regalia provided such metal collar is backed with material in colour prescribed by the Code of General Laws for the Rebekah Branch of the order; or if said metal collar contains the prescribed colour or colours, in enamel; or if the said metal collar contains emblems of the Branch of our Order in which said collar is worn. All chain collars set forth in this section shall contain the Seal of the Sovereign Grand Lodge. (**Chapter XXVIII, Section 2 A, Code of General Laws.**)

ASSEMBLY JURISDICTIONAL LODGE

Section 36 - Assembly Jurisdictional Lodge.

- A Rebekah Assembly of Ontario shall create a Jurisdictional Rebekah Lodge for members of defunct lodges. Said Jurisdictional Rebekah Lodge shall be named "Ontario # 400". The Assembly Secretary shall transfer the members from a closed Lodge to this Jurisdictional Rebekah Lodge, so that their membership will be retained. The Assembly President shall serve as Noble Grand, the Assembly Treasurer as Treasurer and the Assembly Secretary as Secretary, keeping financial and other records, making reports and returns.
- B Membership is a matter of right for those whose lodge charters have been surrendered or forfeited and they shall maintain good standing. The Rebekah Assembly may authorize members to serve as representatives to Rebekah Assembly, hold office and serve on committees.
- C Rebekah Assembly may provide that its members must make application for membership in an active lodge within two years.
- D A Jurisdictional Rebekah Lodge shall collect such dues as the Rebekah Assembly prescribes, providing they shall be no lower than the minimum prescribed by the Sovereign Grand Lodge. The Assembly Secretary shall issue an Official Receipt.

ASSOCIATE MEMBERSHIP

Section 37 - ⁽²⁰⁰⁹⁾This Rebekah Assembly provides for associate membership in the components over which it has legislative power. A member shall be restricted to associate membership in not more than three (3) components within the Jurisdiction. **Code of General Laws Chapter III-8 Chapter III-9 SEC. 12 A.**

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**REBEKAH ASSEMBLY OF ONTARIO,
Independent Order Odd Fellows of Ontario.**

**BY-LAWS OF THE
REBEKAH ASSEMBLY
OF
ONTARIO,**

Independent Order of Odd Fellows

(Comprising Chapter VII of the Code of Ontario Odd Fellow Laws)

Adopted by
the Rebekah Assembly of Ontario
approved by
the Grand Lodge of Ontario,
and the Sovereign Grand Lodge
I.O.O.F.

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BYLAWS OF THE REBEKAH ASSEMBLY OF ONTARIO
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MEMBERSHIP IN REBEKAH ASSEMBLY

1. - ⁽²⁰¹¹⁾ Any Past Noble Grand or Past Grand of an Odd Fellow Lodge, on presenting a certificate of such rank and an official Certificate showing dues paid to date in a Rebekah Lodge in this jurisdiction, shall be entitled to receive the Assembly Degree and attend the Assembly.

(Note. - No member, except Past Noble Grands or Past Grands shall receive the Assembly Degree.)

2. - No Past Noble Grand nor Past Grand shall be admitted as a representative in this Rebekah Assembly, unless duly certified as having been elected or appointed as such, as hereinafter provided; nor until he or she shall have been instructed in the Assembly Degree.

3. - Whenever charges effecting the character or standing of any member shall be submitted to the Rebekah Assembly in writing, by one or more members thereof, the same shall be immediately referred to a committee of five members, to be elected by ballot, who shall, with as little delay as possible, examine carefully into the charges, and report the result of such examination to the Rebekah Assembly.

4. - The Rebekah Assembly, after having heard the member thus charged, in defence, shall proceed to determine the case, by the acquittal, reprimand, suspension from a seat in the Rebekah Assembly, or expulsion therefrom of the implicated member, as the Rebekah Assembly may deem fit and proper.

5. - Should such charges be preferred during the recess against any elective officer of the Rebekah Assembly, it shall be filed with the President, unless such charge be against that officer, when it shall be filed with the Vice-President, or should both these officers be effected by the charge, then the charge shall be filed with the Assembly Secretary. The officer with whom the charge is filed shall, without unnecessary delay, call a meeting of the remaining members of the Advisory Board, when such charges shall be investigated, and should the charges be sustained, the officer so charged may be suspended, pending a report to the next ensuing session of the Rebekah Assembly.

6. - Whenever any member shall be suspended or expelled, intimation of the same shall be forthwith given to the Noble Grand of the Lodge, by the Assembly Secretary, and the Rebekah Assembly may require that such member be tried by the Lodge to which he or she belongs.

7. - The Assembly Secretary shall keep a register of the Past Noble Grands of this jurisdiction and also of, the Past Grands who have been admitted to membership in the Assembly. Whenever any member of a Rebekah Lodge attains to the rank of Past Noble Grand, a certificate shall be issued to her under the seal of the Lodge, which shall be obtained from the Assembly Secretary, and each Annual return of a Lodge shall contain a full list of all Past Noble Grands in good standing, belonging to the Lodge.

SESSIONS OF REBEKAH ASSEMBLY

8. - The Rebekah Assembly shall be opened at the time specified in the constitution for its meetings, and if a quorum be present, shall proceed to business. If there is no quorum present within one half hour, the President or presiding officer may adjourn the meeting from time to time until a quorum shall appear.

9. - In the absence of the President, the Vice-President shall preside; in the absence of the above named officers, the Junior Past President shall occupy the chair; and if no Past President is present, a member shall be chosen by open vote to preside during the meeting, or until the arrival of the proper officer.

10. - ⁽²⁰¹¹⁾ The Rebekah Assembly shall open for the purpose of receiving reports. As soon as the report of the Committee on Credentials has been adopted, the Assembly Degree shall be conferred

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upon those eligible to receive same. Next, the Rebekah Assembly will be lowered to the Rebekah Degree, and remain in the Rebekah Degree until the closing ceremony. Draping of the Charter and receiving Dignitaries, will follow the lowering to the Rebekah Degree.

11. - ⁽²⁰²⁵⁾ After opening on Tuesday morning 9:00 a.m. the President shall call upon the Committee on Credentials to make a report upon the Credentials of new Representatives, Scholars, Past Noble Grands and Past Grands, other than those covered by the report submitted on Monday.

12. - ⁽²⁰²⁴⁾ The next order of business of the first morning session shall be the reading of the minutes of the last Annual and any special sessions, and reports of the various officers. The election of Assembly Officers, I.A.R.A. Representative and Alternate, and Joint Planning Board Representative shall take place at immediately after a quorum has been established by the Secretary after which the President shall announce the Sessional committees, then the Secretary shall submit all petitions, communications and accounts to the Rebekah Assembly Session.

13. - The business of the Rebekah Assembly shall be conducted in the manner prescribed in the Rules of Order following. In any case where there is no rule applicable, the Assembly shall be governed by Canadian Parliamentary practice.

RULES OF ORDER

14. - Rule I - The Assembly shall be opened in the manner prescribed in the Ritual. The Flag of our country shall be brought in by the Assembly Marshal or by the Colour Bearer if one is appointed, in the manner prescribed by S.G.L. (See "Flag Ceremony") After each adjournment, the Assembly shall be opened in the same manner.

The Flag shall be retired at each adjournment and closing of the Assembly in the manner prescribed by Sovereign Grand Lodge. (See "Flag Ceremony").

Rule II - During the continuance of the session, the most decorous order shall be observed, no one leaving the room without the permission of the President, nor entering without the consent of the Inside Guardian. The Order of Procedure after opening sessions, shall be as follows:

1. Calling the Roll of Officers, Past Elected officers and Representatives.
2. Receiving and considering reports from the Committee on Credentials.
3. The minutes of the last session and the consideration thereof, and their approval with or without amendment, as the case may require.
4. ⁽²⁰⁰⁷⁾ Receiving of accounts, petitions, and other communications.
5. Reports of the "Standing" and "Sessional" Committees, as soon as ready and Appeals and Grievances when required.

(2023)“STANDING COMMITTEES”

Finance
Printing and Supplies.
Memorial and Necrology
Committee on Rebekah Laws
Membership
Ontario I.O.O.F. Memorial Research Committee
Canadian War Memorial Committee
Inventory Committee
Joint Planning Board
⁽²⁰¹⁷⁾Pilgrimage for Youth
⁽²⁰²³⁾Campfire Circle, Odd Fellow and Rebekah Capital Fund

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(2008)"SESSIONAL COMMITTEES"

Distribution
Credentials
Election Returns
Mileage and Per Diem
Appeals and Grievances when required
Legislation
State of the Order and Districts
Unwritten Work
Appreciation
Introductions
Special

6. Unfinished Business, in order of priority at previous sessions.
7. New Business.
8. Closing or adjournment (as case may be)
9. Installation of Officers at time designated.

Rule III - The presiding officer shall preserve order and decorum, and announce the decisions of the Assembly on all questions, may speak on points of order, in preference to other members; shall decide all points of order, subject to an appeal to the Assembly by any two members, on which appeal no member shall speak more than once. When a tie occurs on a vote by ballot, the question shall be decided in the negative. When the vote is not by ballot, the presiding officer shall have the casting vote.

Rule IV - Any Representative, Past President or elective officer of the Assembly, offering a notice of motion, must do so in writing.

Rule V - No question shall be put by the presiding officer, unless regularly moved and seconded; nor be open for consideration until so put; and when put, no other motion shall be receivable, unless it is a motion -

1. To adjourn;
2. To lay on the table;
3. To put the previous question;
4. To postpone;
5. To refer; or
6. To amend.

The several motions, if made, shall have precedence in the order above stated, and the first, second and third thereof shall be decided without debate.

Rule VI - After the question shall have been stated the presiding officer shall ask, "Is the Assembly ready for the question?" If no member rises to speak, the question shall be put, after which no member shall be permitted to speak upon it.

Rule VII - When the call for the previous question is moved and seconded, it shall be put at once in the following words: "Shall the question be now put?" If decided in the affirmative, the debate shall cease, and the presiding officer shall put to vote all pending amendments, in their proper order, and afterwards the motion as amended or otherwise; if the call for the previous question is decided in the negative, the question shall be before the Assembly as before.

Rule VIII - Any representative, Past Elective or elective officer may require the division of a question when the sense will admit of it.

Rule IX - When a blank is to be filled, the question shall be first taken on the highest sum or number, or latest time proposed.

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Rule X - Any question before the Assembly shall upon the request of any representative, Past Elective, elective or appointive officer, be decided by a standing vote. Any two members (representatives, Past Elective, elective or appointive officers) may call for the Yeas and Nays, which shall be taken by the Secretary calling the roll of representatives, Past Elective, elective and appointive officers - each voting audibly as his or her name is called.

Rule XI - After any question, except a motion for indefinite postponement, or for the previous question, has been decided, it shall not be again brought before the Assembly during the session, unless a notice of motion for re-consideration be given by two of the members who voted with the prevailing side, either at the sitting at which such question was decided, or the next following sitting; but such question shall not be re-considered without a vote of the Assembly to that effect.

Rule XII - The presiding officer shall not make or second any motion, nor take part in any debate while in the chair, except in case of appeal from a decision or upon a point of order.

Rule XIII - Every member entitled to speak shall have the privilege of speaking twice on any question, but no oftener, unless by permission of the presiding officer.

Rule XIV - Any member intending to speak on a question, shall rise and respectfully address the presiding officer as "Sister President", speaking to the question, and avoiding personalities; and should more than one member rise at the same time, the presiding officer shall determine who is entitled to the floor.

Rule XV - The presiding officer or any member may call a member to order while speaking; and in such case, the debate shall be forthwith suspended, and the member so called to order shall be seated until the point of order thus raised is determined, and shall not speak upon such point of order, unless it be to make necessary explanation or appeal from the decision of the chair.

Rule XVI - In all cases where a member appeals from the decision of the chair, he or she shall use the following words, or words to that effect: - "I respectfully appeal from the decision of the chair to the Assembly." The presiding officer shall make such explanation as it deemed necessary, and the Assembly may discuss and shall decide the question. The presiding officer shall put the question in the following words: "Will the Assembly sustain the decision of the chair?"

Rule XVII - When a question has been postponed indefinitely, it shall not be again introduced during the same sitting.

Rule XVIII - Any member who may have been called to order for manifestation of temper, or improper feeling, must apologize to the Assembly or to any aggrieved party, if required to do so by the presiding officer, and shall not speak again on the pending question, except to explain or apologize, unless specially permitted to do so by the presiding officer.

Rule XIX - The Presiding Officer, or the Assembly may at any time require all Representatives, elective and appointive officers and Past Elective officers who are present, to vote upon any pending question, or the Assembly may excuse any of the foregoing upon request, from voting.

Rule XX - Visitors may address the Assembly on receiving permission to that effect from the presiding officer.

Rule XXI - No member shall retire while the Assembly is open, without the permission of the presiding officer, nor enter or retire during the opening or closing ceremonies, or while the degree is being conferred.

Rule XXII - No one shall cross the floor while a member is speaking, nor disturb another while addressing the chair, unless to rise on a point of order.

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Rule XXIII - Notwithstanding the order of business in Rule II, the Assembly may, by resolution, make the consideration of any matter coming before it, a special order for any particular hour or day.

Rule XXIV - These Rules, or any part thereof, shall not be amended, suspended or annulled (except in the case provided for by Rule XXIII., and excepting also that Rule II, may be permanently amended in the same manner as the By-laws) , unless by action of the Rebekah Assembly and the Grand Lodge of Ontario.

Rule XXV - All questions of order arising and not provided for by these rules, shall be decided in accordance with Canadian Parliamentary Practice as defined in Bourinot's Manual of Procedure.

SPECIAL FUNDS.

15. - This Assembly shall create a Contingent Fund and shall set aside one per (1%) cent of all General Fund receipts each year, and any contributions thereto. This fund shall be used to carry out and exemplify the broad spirit of Rebekah Odd Fellowship, and advance its interests. This fund shall not be used for the pleasure or gratification of any individual member. This fund shall be disbursed at the discretion of the Assembly, or in the interim by the majority of the Advisory Board, who shall make a full report at next Assembly.

16. Deleted 2023

JOINT PLANNING BOARD

17. - ⁽¹⁹⁹⁶⁾ This Assembly shall elect three (3) Past Elected officers as their Representatives to serve on the Joint Planning Board for a three year term. Initially, one to be elected for a three (3) year term; one to be elected for a two (2) year term; and one to be elected for a one (1) year term. Thereafter, one member to be elected for a three (3) year term at the annual sessions of this Rebekah Assembly. Should a vacancy occur for any reason, the President shall appoint a Past Elected officer to serve the balance of the term.

**REPRESENTATIVE TO THE INTERNATIONAL
ASSOCIATION OF REBEKAH ASSEMBLIES**

18. - This Assembly shall elect a Representative to attend the International Association of Rebekah Assemblies. This Assembly shall also elect an Alternate for the Elected Representative, who shall attend the Sessions of the International Association of Rebekah Assemblies in the event of the Representative resigning or because of her inability to attend. The Alternate shall succeed to the Representatives duty and powers and be given a certificate signed by the President and Secretary of the Rebekah Assembly of Ontario.

**NOMINATION, ELECTION AND INSTALLATION
OF ASSEMBLY OFFICERS**

19. - ⁽²⁰²³⁾ The nominations for election of President, Vice President, Warden, Secretary and Treasurer, Representative to I.A.R.A. and Alternative, I.O.O.F. Seniors Homes Inc. and Representatives on the Joint Planning Board for the ensuing year, shall be the first Order of business of Wednesday morning of the Annual Session. The nomination for each officer shall be made audibly from the floor of the Assembly by a Representative, elected or appointed officer or Past Elective Officer, then put in writing on the form in the "Annual Reports of officers", signed by the Nominators, together with the name and number of the Lodge he or she represents or with the title of Past Elected Office or Appointed Office the nominator may hold. The written nominations will be then collected by the Assembly Marshal and Conductor, and placed in the hands of the President, who in turn will give them to the Secretary for the minutes of the Assembly after nomination for said office is closed. In the event of the omission of any annual session of the Rebekah Assembly, as provided by Sec. 16 of the Constitution, any Lodge desiring to nominate a candidate for any of the elected offices of this Rebekah Assembly, shall do so on a form provided by the Rebekah Assembly, under seal of the Lodge, such nomination to be filed with the Assembly Secretary on or before December 1st following the date fixed for the Session which has been omitted. In order to be nominated to the Office of Warden, Vice President and President, the candidates shall have attended at least three (3) previous sessions of the Rebekah Assembly, to be familiar and have more understanding of the workings of the Rebekah Assembly.

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19A. - ⁽²⁰¹¹⁾Additional nominations for Warden, Secretary and Treasurer to be sent to the Assembly Office with a qualification form by January 1st. Election will take place at the Annual Session of the Rebekah Assembly, and the Warden, Secretary and Treasurer be prepared to assume the duties of that office following installation immediately upon the close of Sessions Sine Die.

20. - ⁽²⁰⁰¹⁾ The Assembly Secretary shall transmit to each Past Noble Grand nominated for an Assembly Office on or before the first day of January following the date of nomination, a form in which the nominee shall indicate whether the nominee accepts or declines the nomination and to be signed by the nominee. This form is to be returned to the Assembly Secretary by the first day of February together with a statement prepared by a committee of her own Lodge under Seal of Lodge setting forth her experience in the order and a brief resume but shall not contain any reference to religious or political affiliations and shall not exceed. 150 words. The Assembly Secretary shall then, no later than the first of March prior to the Assembly Session, transmit to all Lodges in the jurisdiction the names of all nominees who have accepted nomination for office, and the offices for which they have been nominated.

21. - ⁽²⁰²⁵⁾ The election for Assembly Officers, Representative to I.A.R.A. and Alternate, Representatives on the Humanitarian service Programme, and representatives on the Joint Planning Board and selection of nominees to the I.O.O.F. Seniors' Homes Inc. shall take place on Tuesday Morning of the Annual Sessions at ~~a.m.~~ immediately after quorum has been established by the Secretary. Only the Elected Officers, Past Elected Officers, Appointed officers and Representatives shall be entitled to vote.

22. - ⁽²⁰²⁵⁾The Committee on Election Returns shall meet immediately after quorum is established by the Secretary on Tuesday morning of the Assembly sessions, to count the ballots in the presence of any of the elective officers, the candidates and their agents who may choose to attend.

23. - The Officers are to be elected by ballot at regular sessions of the Rebekah Assembly. A majority of votes cast shall be necessary for election. The election shall take place on the second day of the Annual Session. At the time of their initial introduction each candidate shall be permitted to give an address of no more than three (3) minutes duration. This address to be given from the Assembly floor.

When a number of members are nominated for the same office, and no one receives a majority of votes on the first ballot, the names of all nominees, except the six receiving the largest number of votes, be dropped. If no one then receives a majority, the one who receives the smallest number of votes shall be dropped until a final vote is taken.

⁽²⁰⁰⁹⁾In the event that there is no election on the first or subsequent ballot, the Committee on Election Returns will announce the number of votes cast for each candidate

Members will be entitled to vote for as many candidates for such office as there are candidates to be elected but once only for each candidate. The required number of candidates receiving the majority votes shall be elected.

24. - ⁽²⁰⁰⁰⁾ In the event of there being no session of the Rebekah Assembly the President shall have the authority to instruct the Secretary of the Rebekah Assembly to distribute ballots to each lodge in the jurisdiction, and to appoint a committee on Election returns, which shall meet in the Rebekah Assembly Office at the hour of 2 p.m. on the Monday preceding the sessions of the Grand Lodge of Ontario. They shall open the envelopes in the presence of any of the elective Assembly Officers, The candidates and their agents who may choose to attend, and proceed to count the ballots as follows; - They shall sort out all the ballots according to the first choice votes for each candidate, no heed being paid at the time to the other figures. If any candidate has then a clear majority of all the first choice votes, She/he shall be reported as entitled to be declared elected, and the count goes no further. But if a candidate has no majority, the candidate who has the smallest number of these first choice ballots shall be declared out of the count, and her/his ballots shall be distributed to the other candidates in accordance with the next choice thereon, that is, in this case each candidate gets the ballots on which her name is marked.

If still no candidate has the required majority the lowest of the remaining candidates is eliminated, and her ballots distributed to the others similarly. In the election for such office the candidate having the majority of the vote cast shall be declared elected, and shall be installed by the Assembly President.

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25. - Should all the candidates for any office decline nomination, or be disqualified by removal from the jurisdiction, loss of membership, or other cause, the nomination and election for such office shall take place at the annual sessions of the Rebekah Assembly following, and the voting thereon shall be confined to the Elective Officers, Past Presidents, Past Elective officers, Appointed Officers and Representatives entitled to vote.

In the event of there being no sessions, further nominations shall be immediately called for by the Assembly Secretary, and the election shall be conducted in conformity with By-law 26, on a date to be fixed by the Advisory Board.

26. - Should any officer elected, fail to be present for installation at the time duly appointed for the ceremony, that office shall be declared vacant, and the representatives Past Elective, elective and appointive officers present, shall forthwith proceed to fill the vacancy by nomination and election; provided, that if satisfactory cause for such absence be shown, the installation of such absent officer may take place at such time and in such manner as the Assembly may direct.

27. - This Assembly may hold public or joint public Installation of officers with other Grand bodies.

28. - Any member who either for themselves or another, shall issue, or cause to be issued, or who shall countenance the issue of any circular or letter advocating the claims of any particular candidate to any office within the gift of this Assembly, shall be considered guilty of conduct unbecoming a member of the Order. Upon conviction after due trial, the offender may be suspended or expelled from the Order or the Assembly may declare her/him ineligible to hold any position within its gift.

DUTIES OF OFFICERS

29. - ⁽²⁰⁰⁵⁾ **Duties of the President**

The President shall:

- (a) preside at all meetings of the Assembly when present.
- (b) preserve order and decorum therein, and decide all questions of order, subject however, to an appeal of the Assembly.
- (c) have the casting vote upon all occasions when the Assembly is equally divided, except in cases decided by ballot.
- (d) approve all petitions for new charters before same are submitted to the Grand Master for action.
- (e) grant such dispensations as come within her/his province, and that are in accordance with the regulations.
- (f) ⁽²⁰¹⁹⁾ appoint all officers and committees whose appointment is not otherwise provided for by the Assembly. Fill vacancies in office for the remainder of the term
- (g) sign all requisite orders on the Treasurer, and sign all regular documents requiring her/his signature.
- (h) select and transmit, or cause to be transmitted regularly, previous to the commencement of each term, to each district deputy president and elected officer within this jurisdiction, the term password, and the passwords communicated to her/him by the Grand Lodge Officers, or sent in cipher by the Secretary of the Sovereign Grand Lodge.
- (i) be, ex-officio, a member of all committees of the Assembly whose meetings she/he may choose to attend.

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- (j) in person, or by representation by the Vice President, the Warden, or by direction, a District Deputy President, visit and inspect the books, proceedings and work of each Rebekah Lodge, within the jurisdiction, to see that the work of our order is being properly carried out, and to encourage and instruct the officers and members. The necessary expense incurred by her/him in making, or causing to be made, such visits, shall be defrayed by the allowance made for same by the Assembly. A full report of the State of our Unit of the Order shall be presented at the annual sessions of the Assembly.
- (k) ⁽²⁰¹⁹⁾ perform such other duties as are mandated by Chapter VII SEC 8 A of the Code of General Laws

30. - ⁽²⁰⁰⁵⁾ Duties of the Vice President

The Vice President shall:

- (a) act as the assistant of the President in answering the sign, and otherwise as requested.
- (b) make such visits as may be required of her/him by the President.
- (c) during the absence from the jurisdiction of the President, be invested with all the powers. In the event of the death, resignation or removal from office of the President, she/he shall automatically become President until the next regular session of the Rebekah Assembly.

31. - ⁽²⁰⁰⁵⁾ Duties of the Warden

The Warden shall:

- (a) ⁽²⁰¹⁹⁾ To have charge of the doors, and through the Inside and Outside Guardian examine and ascertain that all members and visitors are qualified to sit in the Session prior to opening and also assist the President, making such visits as may be required of her/him in the interest of the Order.
- (b) confer the Assembly Degree on all qualified candidates and perform such other ritualistic work as may be ordered by the Assembly from time to time.
- (c) extend the "Honours of the Assembly" to all entitled to receive them when so instructed by the President or presiding officer.

The Annual reports of the President, Vice President and Warden shall contain the dates and places of visitations, and their reports shall be as concise as possible.

32. - ⁽²⁰⁰⁵⁾ Duties of the Secretary

1 General

The Secretary shall:

- (a) execute a bond in the sum of an amount designated by an arrangement with the Rebekah Assembly.
- (b) have custody of the seal of the Rebekah Assembly attesting necessary documents and attend promptly to all other business.
- (c) preserve all books and file all documents belonging to the office.
- (d) prepare for use of the Committee on Mileage and Per Diem, a table of mileage of the Officers, Past Elected Officers of the Rebekah Assembly and a numerical list by Lodge of Representatives expected to attend the Sessions, and forward the same to the Assembly Treasurer at least (4) four weeks prior to sessions, for preparation of cheques for distribution at the Sessions.

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- (e) close the books of the Rebekah Assembly at the end of the fiscal year and make proper reports thereon.
- (f) sell copies of the Journal of Proceedings. Code of General Laws and Supplements thereto, and other supplies as may be ordered.
- (g) transmit to the Treasurer all moneys collected for dues, sale of supplies, or various funds in a timely manner.
- (h) make out all warrants, accompanied by the necessary invoice, on the Treasurer when ordered, the same having been duly signed by the President and shall forward them to the Treasurer for payment if in order.
- (i) ⁽²⁰²²⁾ Prepare a complete Journal of Proceedings of each Session, containing statistical and other information, directed by the Rebekah Assembly, properly indexed, to be printed. Each Lodge shall receive a copy with an invoice to pay for the Journal. Each member may also buy the Journal from the Rebekah Assembly Office. Complimentary copies are to be given to the Rebekah Assembly Executive, Grand Lodge Executive and one to the Sovereign Grand Lodge.
- (j) keep a library of the proceedings of the Rebekah Assembly. To archive all paraphernalia that may come into the possession of the Rebekah Assembly.
- (k) attest proclamations of the President and distribute same to each lodge.
- (l) ⁽²⁰¹⁰⁾ prepare forms for annual returns of the lodges, containing information required by Grand Lodge and the Sovereign Grand Lodge. Reports shall be received by the Rebekah Assembly no later than the 30th of September, based on August 31st membership, along with such other information as may be necessary for dues purposes that may be required, and verify them correct or otherwise.
- (m) require payment of all Fees and Dues with the reports set forth. Failure to comply shall give the Secretary sufficient reason to take the following actions:
 - (a) Notify the Lodge of the representative's loss of accreditation.
 - (b) Require monetary penalties as provided by the constitution. If all dues and penalties are not received, the Representative may be seated with only the right of debate, to make motions, but not permitted to vote. The Lodge shall be billed for Mileage and Per Diem, unless good cause for such failure can be shown to the satisfaction of the Rebekah Assembly.
- (n) keep an adequate supply of jewels and items of supply for sale.
- (o) keep an accurate and updated record of all Veteran Jewels issued within the Province.
- (p) record and balance all donations of Charitable Funds for the Journal of Proceedings.
- (q) whenever possible, attend the Institution and/or amalgamation of Lodges. Keep a just and true record of all proceedings and communicate to each Rebekah Lodge such portions thereof as may affect it.
- (r) keep a just and true account between each Lodge and the Assembly and also of the affairs of the Assembly
- (s) receive all documents relative to the Assembly, and promptly submit same to the President.
- (t) conduct promptly all correspondence on behalf of the Assembly as may be ordered or required from time to time.

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(u) be responsible for the preparation of, and transmit to the Grand Lodge, the Sovereign Grand Lodge report of the Rebekah Lodges, as of the 31st of August in each year.

2 When the Rebekah Assembly is in Session:

The Secretary shall:

- (a) attend to every meeting of the Rebekah Assembly and when unable to be present, transmit the books and records thereof in good time.
- (b) notify all Rebekah Lodges of each regular or special session of the Rebekah Assembly at least two weeks prior to the commencement.
- (c) provide for use of committees and Representatives an adequate supply of forms and stationery.
- (d) appoint such assistants as required and approved by the Finance Committee.
- (e) ⁽²⁰¹⁸⁾ have sufficient number of Advance Journals containing annual reports of the Elected Officers, Committee on Laws, Representatives of the IOOF Seniors Homes Inc. and such other reports as may be ordered from time to time, printed and distributed to all Past Elected Officers, Elected Officers, Appointed Officers, Representatives, Scholars and Visitors upon registration at the Session as well as extra copies for use at the Sessions.
- (f) ⁽²⁰¹⁰⁾ be responsible for transporting all needed books, papers, equipment and paraphernalia to sessions and will be paid transportation costs from the Registration Fund. The amount payable shall be governed by the Budget Recommendations as determined by the Finance Committee.

3 In Addition

The Secretary shall:

- (a) after the closing of the fiscal year, forward the minute books, receipt books, inventory and all necessary documents as required by the Auditor to the designated location, to be finalized before the annual meeting of the Finance Committee, for budget preparation.
- (b) include the report of the Auditor and the Treasurer in the Advance Journal.
- (c) by virtue of the office attend all meetings of the I.O.O.F. Memorial Research Committee and those of the Sessional Arrangements Committee to preserve the interest of the Rebekah Assembly.
- (d) attend to all her duties in a timely matter.
- (e) communicate with the President on a regular basis.
- (f) receive such compensation as may be fixed at each Annual Session of the Rebekah Assembly.
- (g) ⁽²⁰¹⁰⁾ at the end of the term of office, surrender to her/his successor, all books, papers, software and hardware belonging to the Rebekah Assembly and all files pertaining to Assembly business

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33. - ⁽²⁰⁰⁵⁾ Duties of the Treasurer

The Treasurer shall:

- (a) be bonded through an arrangement with the Rebekah Assembly for faithful performance of duties.
- (b) attend all sessions of the Rebekah Assembly and perform the duties of the Office and those assigned.
- (c) keep all monies, securities and evidence of indebtedness to the Rebekah Assembly.
- (d) receive all monies collected by the Secretary and deposit same in depositories selected in the name of the Rebekah Assembly, keeping same in a clear and legible manner, showing source of all receipts and disbursements together with the amounts of both in an accredited accrual accounting system.
- (e) sign all cheques drawn by the Secretary.
- (f) Invest all monies of the Rebekah Assembly and place such securities where they can be inspected by the Chartered Accountant at any time.
- (g) retain and file all receipts and endorsed Orders.
- (h) have the books closed immediately after the close of the fiscal year, with all books and papers for audit by a Chartered Accountant.
- (i) submit a full report with a budget comparison for the Advanced Journal, and the Finance Committee for preparation of the Budget.
- (j) pay all orders drawn on her/him by the President, attested by the Secretary, and none other unless covered in the Budget.
- (k) on presentation of an attendance card duly certified, assisted by the members of the Committee on Mileage and Per Diem, pay the amount due each Officer, Past Elected Officer and Representative present at Sessions.
- (l) Receive such compensation as may be fixed at each Annual Session.
- (m) ⁽²⁰¹⁵⁾ submit a report to the Executive and the Finance Committee for each month by the 15th day of the following month for the purpose of budget comparison and control.
- (n) ⁽²⁰¹⁰⁾ at the end of the term of office, surrender to her/his successor, all books, papers, software and hardware, belonging to the Rebekah Assembly and all files pertaining to Assembly business

When a new Treasurer is elected, the funds of the Rebekah Assembly of Ontario shall remain in the established accounts for a twelve month period. The newly elected Treasurer shall have authority over the operational funds of the Assembly and must consult with a former Treasurer on investments.

33A - ⁽²⁰⁰⁵⁾ I.A.R.A. Representative shall attend all sessions of the I.A.R.A.; report all legislation pertaining to the Rebekahs and Theta Rho, within thirty (30) days after receiving same from the I.A.R.A. Secretary for distribution to all Lodges, all Elected and Past Elected Officers, and submit a concise report of the I.A.R.A. sessions to the Assembly Secretary on or before February 28th

34. - The Chaplain shall open and close every session of the Assembly with prayer.

35. - ⁽²⁰⁰⁵⁾ It shall be the duty of the **Marshal**, assisted by the **Conductor**, to take charge of the Regalia and other property of the Assembly when not entrusted to another officer; putting the regalia out for each session; and collecting and putting away after each session; to count all open votes;

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and to present and retire the Flag of our Country, except when a Colour Bearer is appointed. They shall examine everyone present in the passwords of the Assembly Degree prior to the opening of the Assembly, the doors of the Assembly being secured. The Marshall or the Marshal's assistants shall punch the card of attendance of every Officer, Past Elected Officer and Representative, reporting anyone not qualified to the President. The Marshal shall report at the proper time and prescribed manner whether all present are qualified to sit in the assembly or not, and shall otherwise assist the President in the ceremonies of the Assembly according to the office.

36. - The **Conductor** shall assist the Marshal in the duties of the office and ceremonies of the Assembly.

37. - The **Inside Guardian** shall have charge of the inner entrance of the Assembly Room, and permit no one to enter or depart without the usual formalities or permission of the Warden or President, as the case may be. On instruction from the President the Inside Guardian shall punch the attendance cards of those entering after the Assembly has been declared open,

38. - The **Outside Guardian** shall securely guard the outer door of the Assembly Room, and shall permit no one to enter without examination, receiving from him or her the term password, examining his or her identification card, receiving the cards of traveling members desiring to visit this Assembly, and deliver the same to the Inside Guardian to be laid before the Assembly

39. - The **Musician** shall preside at the piano during the sessions of the Assembly.

39A ⁽²⁰¹²⁾The **Soloist** shall provide suitable music at appropriate times

40. - ⁽²⁰¹²⁾The **Colour Bearers** shall present and retire the Canadian and American Flags, but the Marshall will speak the words: "Sister/Brother President, your instructions have been obeyed."

40A - The **Right and Left Heralds** shall assist the Assembly Warden in relaying messages throughout the Sessions.

DISTRICT DEPUTY PRESIDENTS

41. ⁽²⁰⁰¹⁾ The President, after being installed, and prior to the close of the annual session, shall appoint a District Deputy President for each District in the jurisdiction, whose duties shall commence at once, and continue until the next session of the Assembly. Each District Deputy President shall act as the agent of the President with the Rebekah Lodge or Lodges situated within the District over which such officer may be appointed, but in no instance shall she/he take precedence in a Rebekah Lodge over an elective or past elective officer of the Rebekah Assembly. It shall be the duty of the District Deputy President to see that the work of the order is performed in the district in an efficient and dignified manner and that the laws, rules and regulations of our Order are properly observed, reporting to the President any inefficiency or non-observance of our laws and regulations. The District Deputy shall install the duly qualified officers of the Lodge or Lodges in her district, or cause the same to be done by a competent and qualified Past Noble Grand or Past Grand, sending a full and prompt report of the installation of each and every officer, whether elective or appointed, together with their full names, names of offices, and addresses and names and numbers of the Lodges they belong to, and the name and address of the installing officer to both the President and Secretary. At the installation of Officers of Rebekah Lodges the District Deputy President shall give retiring Noble Grands receipts for the number of rituals handed to her/him by said Noble Grands, and the newly installed Noble Grands shall give the District Deputy President a receipt for the rituals received by the Noble Grand, said receipts to be witnessed by the District Deputy President, and promptly forwarded by the District Deputy President to the Assembly Secretary. The District Deputy President shall only grant dispensations for social events and entertainments in her/his own district, and shall make a monthly report of all dispensations so issued to the President. The District Deputy President shall visit each lodge in the District during the month of September of each year and communicate the Term Password to the Noble Grand and Vice Grand of each Rebekah lodge in her district, and in March to make a full report of the conditions of the lodges. If unable to visit through illness or some

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unavoidable circumstances she shall transmit the Password in code to the Noble Grand of each Lodge after ascertaining that the Annual returns have been made and Dues paid. In December of each year, she/he shall communicate or transmit in code the annual Password to the Noble Grand and Vice Grand of each Rebekah Lodge in her District. In all cases, before communicating or transmitting either, the term or annual Password the District Deputy President shall ascertain whether the Annual reports are ready to be sent in, or have been sent in, together with the Dues , to the Secretary of the Rebekah Assembly. No Rebekah Lodge is entitled to receive these passwords unless the returns and dues have been made and paid. She/He shall make a full report to the President and Secretary of the Assembly in April, of the financial and numerical conditions and prospects of each Lodge under her/his jurisdiction, and any other matter that should be reported on, and make a further report to the President, at least one month prior to the regular sessions of the Assembly, on all matters coming within her/his sphere of duty. The District Deputy President shall remit forthwith to the Secretary of the Assembly all dues, charges and other funds, which may have been received by her/him on account of the Assembly. *The District Deputy President shall be under the direction and control of the President..*

(Ruling of S.G.L.: "A District Deputy President is not entitled to receive the honours of the Degree in Lodges over which she/he does not hold a commission.")

MISCELLANEOUS

42 ⁽²⁰²⁵⁾ The President may hold office in a Rebekah Lodge, except that of Noble Grand. A District Deputy President shall have the right to hold any office in a Rebekah Lodge, except that of Noble Grand.

43. - It shall be the duty of the auditor to examine the books, accounts, vouchers, etc., of the Secretary and Treasurer prior to each annual session of the Assembly, and make full report thereon of the ,financial conditions of the Assembly, on the first day of the Assembly.

44. - ⁽²⁰¹⁹⁾The Rebekah Degree may be held on Monday evening in honour of the President. The Warden, at the time of her/his installation as Vice-President, can decide if the Degree will be conferred during her/his Presidential year. The Hostess Lodge and Degree Staff to be chosen at her/his convenience, following her/his installation as Assembly Vice-President, to allow sufficient time for planning and practices

45. - ⁽²⁰⁰¹⁾ deleted

46. - ⁽²⁰⁰¹⁾ This Rebekah Assembly shall have the power to annually donate a sum of money to the Rebekah Committee in charge of Memorial Ceremony on Sunday night, and at the place where the Annual Session is held, as recommended by the Finance Committee. Payment to be made to the Rebekah Convener on the first day of January of each year.

DUTIES AND POWERS OF ASSEMBLY COMMITTEES

47. - ⁽²⁰⁰⁴⁾The Committee on Credentials shall be composed of four (4) members, the Assembly Secretary and three (3) Representatives, one of whom shall act as Information Clerk. They shall report to the Assembly, without delay, on the qualifications of members claiming admission, and on the validity of their credentials. (Credentials mean "Past Noble Grand Certificate", "Past Grand Certificate", "Representative Certificate", "Scholar's Certificate", together with official receipt showing dues paid to date.)

48. - ⁽²⁰⁰³⁾ Deleted

49. - The Finance Committee shall consist of a Chairman and two assistants, appointed by the President after her/his installation. One for one year, one for two years, one for three years. Thereafter, the President to appoint one Past President each year for a three year term. It shall be their duty to prepare the budget for presentation to the Executive Committee and Rebekah Assembly when in Session. It shall be the duty of the Finance Committee to examine, at each regular session, the reports of the Secretary, Treasurer and Auditor; the accounts of the Assembly, and all other claims and matters laid before them, and report thereon; to suggest such measures of finance as they may

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deem to be expedient and necessary; to report on salaries for the Secretary and Treasurer, and allowances for the President, Vice President, Warden and Committee on Laws; and such other purposes as may be for the advancement of our Order. All matters dealing with finance, must be presented to the Finance Committee before any action thereon can be taken by the Assembly.

50. - ⁽²⁰¹⁹⁾The Committee on Election Returns shall consist of four (4) members who shall be present in the Assembly at 9 a.m. on the Tuesday of Assembly week. They shall collect the ballots, count them, and immediately after, announce the results.

When only one candidate is in nomination she/he shall be declared elected by acclamation.

51. - The Committee on Grievances shall be composed of two members, to whom shall be referred all grievances and complaints from Rebekah Lodges, or from members thereof (unless in the case of charges against members of the Assembly) but this Committee will only be appointed by the President when any appeals or grievances are brought before her/him, on which they shall report without delay, recommending such action as they may consider necessary; no member of this committee shall act as such on any case in which he or she may be a party.

52. - ⁽²⁰¹⁹⁾The Committee on Laws of Rebekah Lodges shall deal with all by-laws or amendments sent in for approval. It shall be the duty of the committee, at the earliest possible moment, to notify such Lodges, of their approval or disapproval of the by-laws or amendments submitted, pointing out all regulations therein (if any) which may violate or be in conflict with the laws and usages of the Order. This Committee shall consist of three (3) members

No By-laws shall be operative until approved by the Assembly Committee on Rebekah Laws or the Rebekah Assembly. The committee shall make a full report to the Assembly at its next annual session. The Committee on Laws shall also report to the Assembly all Lodges whose By-laws do not conform to the regulations.

53. - ⁽²⁰¹³⁾The Committee on Printing and supplies shall be composed of the Assembly Secretary, and the Finance Chairperson. This committee shall supervise all matters relative to the printing required by the Assembly, the purchase of all supplies, and the expenditure connected with the Assembly office. Purchases shall be made by tender whenever practicable. This committee shall make a full report of their work to the Assembly at each annual session.

54. ⁽²⁰¹⁹⁾ - The Committee on Legislation shall consist of four (4) members, to whom shall be referred all questions pertaining to the making or amending of laws.

55. ⁽²⁰¹⁹⁾ - The Committee on State of the Order and Districts shall consist of five (5) members, to whom shall be referred all matters appertaining to the formation, change or division of districts as well as all conditions and prospects of the individual lodges. All reports of the District Deputy Presidents shall be forwarded to this committee, who shall report their recommendations to the Rebekah Assembly for action.

56. ⁽²⁰¹⁹⁾ - The Committee on Mileage and Per Diem shall consist of four (4) members whose duty it shall be to certify to, or make any correction in the table of mileage presented by the Assembly Secretary. They shall assist the Treasurer in paying the Officers, Past Elective Officers and Representatives present at the Sessions. This Committee shall meet at 9 am Monday morning

⁽²⁰⁰⁴⁾One member will be appointed by the President after installation for a three-year (3) term, one for a two-year (2) term and one for a one-year (1) term. Thereafter the President is to appoint one past President each year for a three-year (3) term. The other three members on this Committee will be appointed by the President from the representatives of the lodges to the Assembly for the current term

⁽²⁰¹⁸⁾ The kilometrage and per diem of the Officers, Past Elective Officers, Representatives and Appointed officers, shall be at a rate as determined by the finance Committee and approved at each

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regular session of this Assembly. A special allowance for Representatives, Officers and Past Elective Officers from Districts 37, 38 and 40 shall be as determined by the Finance Committee and presented for approval at regular sessions of this Assembly.

(2001) Officers, (Past Elective officers and Representatives acting on Monday committees) , shall be allowed three and one-half days' per diem. The Past Elective officers and Representatives not acting on Monday committees shall be allowed two and one-half days' per diem. Past Elective officers in attendance for Sunday practices, but who are not acting on Monday committees, shall be paid an additional one-half days' per diem. The Assistants to the Assembly Secretary and Assembly Treasurer, and the Stenographer, shall be allowed mileage and three days' per diem. The chairman of Memorial Ceremonies shall receive one extra days' per diem.

The Executive Officers shall receive mileage and per diem while attending Executive Meetings and, if the President, Vice-President or Warden should be away on official business, they shall be paid the additional mileage which exceeds their regular mileage.

(2025) Members of Standing Committees and Special Committees, when they pertain directly to matters concerning the Rebekah Assembly, shall receive mileage one way and per diem if requested to attend any meeting of their committee and a copy of accounts to be given in the Finance Report.

57. - (2012) The Ontario I.O.O.F. Memorial Research Committee shall consist of three (3) members appointed by the President after installation, one of whom, shall be the Assembly Secretary, to represent the Rebekah Assembly.

58. (2008) - void

59. (2013) - The Canadian War Memorial Committee shall consist of one (1) member from the Rebekah Assembly, to be appointed by the President, to attend all meetings of the Canadian War Memorial Committee for the purpose of assisting with the work of this Committee as required, and submit a full report to the Rebekah Assembly each year. This member of this Committee shall be paid mileage at \$ 0.30 (thirty cents) per kilometer. After the election of the executive of the Canadian War Memorial Committee, the representative Grand Body Leader whose representative has been elected as Chairperson, will be asked to recommend another representative to the Committee

59A - (2012) The Inventory Committee shall consist of the Secretary and Treasurer who together shall take an annual inventory of the material in the Rebekah Assembly Office before the end of May of each and every year and submit a full report to the Rebekah Assembly of Ontario.

60. - (2019) The Committee on Appreciation shall consist of two members, whose duties shall be to draft resolutions expressing the gratitude of the Assembly, where occasion demands, for services rendered.

61. - The Committee on the Unwritten or Secret Work shall consist of two (2) Past Presidents, who examine any member in the unwritten work of our Degree, and report upon their eligibility for the Certificate of Perfection - which certificate shall be issued by this Assembly to those who are letter perfect in this work.

62. - The Committee on Introduction shall consist of two members who shall present and introduce to this Assembly any present and past officers of Grand or Assembly Bodies of this jurisdiction or others; or any other distinguished visitors.

63. - (2005) The Committee on Memorial Ceremony and Necrology shall consist of one member appointed by the President before the close of the Annual Session. It shall be the duty of this Committee to prepare and conduct in a fitting manner jointly with the representative of the Grand Lodge, the Ceremony in memory of our departed members on Sunday evening at the Annual Session. It shall also be the duty to draft such resolutions as may seem appropriate concerning the deaths of the year, with special recognition of such sisters or brothers who were members of this Assembly at the time of their demise. This Committee shall also be in charge of conducting the Ceremony of the Charter Draping in loving memory of the passing of members of this Assembly.

**BYLAWS OF THE REBEKAH ASSEMBLY OF ONTARIO
CHAPTER VII**

64. - (2001) Deleted

65. - (1996) The Rebekah Assembly shall have a Membership Committee which consists of a Jurisdictional Membership Chairman, the President, the Vice President and the Warden. The Jurisdictional Membership chairman shall be appointed by the President-elect. (The Vice President shall ninety (90) days before the Assembly Session designate who shall be the Jurisdictional Chairman for the coming year in order that plans may be formulated. The Vice President shall appoint the Jurisdictional chairman on the first day of the Assembly Sessions.)

- (a) A membership program will be drafted and presented at each session by the aforementioned Committee or any other Membership Members they designate.
- (b) The Jurisdictional chairman shall direct the affairs of the Committee, which include: training conferences, degree rallies, seminars on instituting new units and other related activities.
- (c) At each session of the Assembly, at least one fifteen minute period during Sessions shall be designated for the presentation of the Membership Program.
- (d) All appointments to the Membership Committee will be confirmed by the Assembly.
- (e) The President shall forward the name and address of the Jurisdictional Membership Chairman to the SGL/IARA General Chairmen.

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Ref.:Code of General Laws Chapter VII, Sec. 9 B (6) (a) (b)

66 - (2001) Deleted

66A. - (1994) The President shall have the authority to add to any committee if necessary.

67 . When it is necessary "Special Committees" may be appointed for some "special work." A special committee shall consist of three members, and in the event of there being more than one, they shall be numbered as appointed. Such committees shall perform the duties assigned to them by the President during the session, and make due report thereon.

68. - The first-named member of a committee shall be the chairman thereof, unless otherwise ordered by a majority of the committee. At all meetings of committees, the Rules of order of the Assembly shall be observed as far as practicable except the rules respecting the writing and seconding of motions, limiting the number of times a member may speak recording the yeas and nays, and calling the previous question. A majority of committee members shall constitute a quorum.

69. - (1994) In all cases where matters are referred to special committees to be reported on at a subsequent session of the Assembly, such report or reports must be sent to the Assembly Secretary in time to be printed, and a copy thereof sent to each Lodge, at least two months prior to the opening of the Assembly. After discussion in the Lodge, this report shall be given to the Representative to be taken to the Assembly Sessions for action.

DISTRICT ASSOCIATIONS

70. - (2004) In every district in this jurisdiction, where a majority of the lodges shall have agreed to the proposition, and suitable arrangements have been made to meet the expenses thereby incurred, there shall be a district Association, which shall be composed of Past Noble Grands and Past Grands in good standing in their respective lodges. The District representatives shall be two Past Noble Grands or Past Grands, in good standing, from each Rebekah Lodge in the District. This limitation shall not be construed as affecting the District Deputy President, who shall be a member of the District Association by virtue of the office. In the event of the elected representative to the District Association being unable to attend the district meeting, and no regular Lodge meeting intervening, the Noble Grand shall appoint a qualified Past Noble Grand or Past Grand to officiate for said representative at that meeting, who shall be given a credential to that effect, signed by the Noble Grand and Secretary, under seal of the Lodge.

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(2014) Any member in good standing in their respective Lodge may attend the District Association meeting as a visitor, but the voting power shall be confined to the legally elected representatives or their substitutes.

REVENUE

71. - (2001) The Rebekah Assembly shall be entitled to receive Dues for each unsuspended Sister and Brother member, Associate and Non-Contributing members excepted, payable annually. Rate to be determined by the Rebekah Assembly.

(2010) Any lodge failing to send its annual returns together with the Dues, on or before September 30th of each year, to be received by the Secretary of the Rebekah Assembly, shall pay a fine of Ten Dollars (\$10.00) per report and Two Dollars (\$2.00) per month to a maximum of five months. Such fine shall be made good to the Lodge in equal proportions by the officers whose duty it is to prepare and forward said returns. Should the returns and Dues not be forwarded to the Assembly Secretary by the 20th day of MARCH the Lodge shall in addition to the fine imposed, be debarred from representation at the next session of the Assembly.

72. - All rituals, books and blank forms necessary for the proper working of Rebekah Lodges shall be provided by the Assembly and sold to Lodges at an advance of not more than forty per cent on the cost of said articles. All orders for supplies must be sent to the Assembly Secretary, under seal of the Lodge, and must be accompanied by a money order or cheque payable at par, for the required amount. The Secretary shall immediately acknowledge all such orders and send a receipt for amount received.

A fine of Twenty-five (\$25.00) Dollars shall be levied upon a lodge which loses a Ritual. The lodge shall collect the fine from the member or officer responsible for the safe-keeping of said Ritual; such fine to be placed in the funds of the Assembly. Should any lost or misplaced Ritual be found, and be placed in possession of the lodge, the fine shall, on satisfactory evidence to the Rebekah Assembly, be remitted to the lodge.

73. - (2005) All claims/accounts against the Rebekah Assembly shall be placed in the hands of the Assembly Secretary and by her, submitted to the Treasurer immediately, who shall record all payments with warrants and cheque numbers on a monthly basis. These will be submitted to the Finance Chairman for ratification at each Executive meeting. No accounts shall be incurred, that have not been provided for in the budget.

74. - (2005) **Deleted**

PETITIONERS FOR A CHARTER

75. - (2009) A Petition for Charter or dispensation must be signed by at least five (5) members who have attained the Rebekah Degree and are in good standing or upon application presented by at least fifteen (15) persons who are eligible for membership under the laws of the Order; No more than two-fifths of those petitioners for a dispensation or Charter shall be Associate members. **(Code of General Laws Chapter VIII, Part A Sec. 1 B(1) (2)).**

In a locality where there is not already a Rebekah Lodge and which is so remote from any Rebekah Lodge as to make it impossible to have the Degree conferred by an existing Rebekah Lodge, and where there are not the requisite number of petitioners who have received the Rebekah Degree, the Grand Master or his/her duly appointed deputy may confer the Rebekah Degree on the applicants required by this by-law, to qualify them as petitioners for the purpose of Instituting a Rebekah Lodge. The fee for a Charter for a Rebekah Lodge shall be Five (\$5.00) dollars, which, together with petition, must be forwarded to the Assembly Secretary for the approval of the President, before being forwarded to the Grand Secretary for the approval of the Grand Master of the Grand Lodge of Ontario. The necessary expenses of the Instituting officer and assistant shall be borne by the Assembly.

The certificates of qualification from the Lodges to which the applicants belong, the withdrawal, Grand Lodge cards, or dismissal certificates must accompany the petition, together with a recommendation from the Lodge in the district from which the application comes; provided, that in a

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City or Town having two or more Odd Fellow Lodges, it shall only be necessary to have the recommendation of the Lodges in the section of the City or Town where the proposed Lodge is to be instituted. (By virtue of Grand Lodge By-law, the Charter fee shall be paid to and become the property of the Rebekah Assembly.)

**AMALGAMATION, SURRENDER, SUSPENSION OR
EXPULSION OF REBEKAH LODGES**

76. - Upon the suspension or expulsion of a lodge or surrender of its charter, it shall be the duty of its last installed officers and members having custody of the charter, books, papers, properties and funds of the Lodge, to assign, convey, transfer and deliver the same, on demand, to the Grand Master, or to such person as may be deputized by him to receive the same; and the same shall be held subject to the order of the Grand Lodge. Any officer or member having such properties in custody refusing such demand, shall be forever excluded from membership or fellowship in the Order, notwithstanding such Lodge should afterwards be restored to good standing, and shall be liable to prosecution in the civil courts.

77. - ⁽²⁰²⁵⁾ All effects or funds received by the Grand Lodge from any Lodge under the preceding by-law shall be held in trust for the general purposes of the defunct Lodge, the balance, if any, to be returned to such Lodge should it be reinstated, or upon the expiration of the period of its suspension; provided however, that should said Lodge not be restored to fellowship within three (3) years, the funds of said Lodge shall become the property of the Rebekah Assembly to be used for benevolent purposes. The Regalia and Paraphernalia of any such suspended Lodge may be used for the benefit of weak Lodges, or may be converted into money at any time at the decision of the Grand Master, but such money shall be held and disposed of as hereinbefore provided. (**See Code of General Laws, Chap. VII-2 , Sec. 5H .**)

78. - Members of an extinct Lodge, upon payment of all arrears due by them at the time of the dissolution of the Lodge, may receive a card from the Grand Secretary, which shall have all the force and effect of an expired withdrawal card; and the Grand Lodge, or during recess thereof, the Grand Master, may direct the issue of cards to such members without the payment of arrears, or upon payment of such portion thereof as may be deemed sufficient, upon satisfactory reasons being shown; provided always, that the Grand Master shall be satisfied that the applicant was not implicated in the breaking up of the Lodge, or in any illegal distribution or use of the funds of the same.

79. - Upon the application to the Grand Master of five or more members of any extinct Lodge which has not been merged into or amalgamated with any other Lodge, for the restoration of such Lodge to fellowship, such applicants as the Grand Master may approve, may be restored to fellowship in said Lodge, together with the charter and effects belonging to such Lodge at the time of its extinction, unless such effects shall have been disposed of as hereinbefore provided.

80. - A lodge desiring to surrender its charter, and be merged into some other Lodge, shall present to the Grand Lodge, or during recess to the Grand Master through the Rebekah Assembly, a petition over its seal and the signature of its Noble Grand and Secretary, to that effect, showing that the question of mergement had been voted upon and approved, after due notice sent each member to his or her last known address; and that there are not five qualified members able and willing to retain the charter and work of the Lodge; and giving a statement of the amount of its funds and effects and of its assets and liabilities. There shall also accompany the petition a certified statement from the Lodge into which the petitioners desire to be merged, setting forth its willingness to receive the members and assume the liabilities and responsibilities of the petitioning Lodge, and further certifying that the names of said members have been submitted to an investigating committee, have been reported upon, and have been severally approved and accepted by a majority vote by ballot.

81. - On the receipt of said petition and resolution the Grand Lodge or Grand Master during recess, may grant the prayer of the petition, and authorize the local District Deputy, or a Special Deputy, to superintend the proposed mergement.

81A. - A District Deputy or Special Deputy authorized to superintend a surrender of charter or mergement shall be paid kilometerage by the Assembly, one way, at the current rate as determined by the Rebekah Assembly.

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82. - The said petitioning Lodge shall, within one month after the granting of its petition, transfer, convey and deliver up to the Lodge into which it proposes to merge, all its assets, funds, furniture, regalia, books, papers and effects, except its charter, seal and rituals, which shall be delivered up to the District Deputy or the Special Deputy; and the names of all its members who had been previously balloted for and accepted by the Lodge into which it proposes to merge, shall be at once entered upon the roll of membership of the last mentioned Lodge, which shall thereupon assume all the liabilities and responsibilities of the said merging Lodge; and the members so received shall have such rank and standing as the books of said merging Lodge shall show.

83. - From and after the entry of their names upon the roll, as aforesaid, each and every member whose name shall have been so entered, shall be deemed and taken to be a member of said Lodge, and subject to the same laws and entitled to the same rights, benefits and privileges to the like extent as if they had joined said last mentioned Lodge by card as provided in the terms of the preceding by-law.

84. - Upon the completion of the mergement, the District Deputy, or Special Deputy shall immediately make report thereof to the Grand Master, certifying that he or she has witnessed the transfer of assets by the one Lodge, and the entry of the names of members on the roll of the other Lodge; and he or she shall return the charter, seal and rituals of the Lodge which has been merged, together with the names and standing of those members who have not entered into the mergement, if there should be any such, and said members may, upon application to the Grand Secretary, receive a card, as provided for in the case of members of extinct Lodges.

85. - When two or more lodges desire to be united, each Lodge shall present a petition to that effect to the Grand Lodge, or during recess to the Grand Master; such petition shall set forth that the question of union had been affirmatively voted upon after due notice sent each member, and there were not five members able and willing to retain the charter and work the Lodge; and shall also give a statement of the funds and effects, and assets and liabilities of the Lodge, and a list of members, with their rank and financial standing and post office address.

86. - On receipt of said petition the Grand Lodge, or during recess, the Grand Master, may grant the prayer and authorize the amalgamation of the petitioning Lodges.

87. - When the union of said petitioning lodges has been approved, the Grand Master shall cause notice to be sent to each unsuspended member of the several Lodges at least one week prior to the date fixed for effecting such union, and shall summon them to be present in person at the time and place appointed for that purpose; and shall also notify the officers of the several Lodges to produce and surrender at said time and place all the funds, effects, books, papers, charters and seals of said Lodges.

88. - On the production and surrender of all the said funds, effects, books, papers, charters and seals, the Grand Master shall issue a dispensation for a Lodge to the members of the several Lodges present and desiring to be united, and shall transfer to it, as soon as constituted, all the funds, effects, books and papers of the united Lodges; and said Lodge shall forthwith assume all the liabilities and responsibilities of the several Lodges out of which it has been formed, and its members shall have such rank and standing as the books of the uniting Lodges shall show; provided that the total number of rituals shall not exceed six, and that all rituals in excess of this number shall be forwarded to the Grand Master or his deputy.

89. - Any member of any of the uniting lodges who shall fail to be present at the mergement of said Lodges, may on application to the Grand Secretary, receive a withdrawal card, as provided for members of extinct Lodges, and should he or she apply for admission by such card to the united Lodge within six months from the date of mergement, the vote necessary for his or her election of membership shall be a majority vote by ballot of those present and voting.

BYLAWS OF THE REBEKAH ASSEMBLY OF ONTARIO
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AMENDMENTS

90. - ⁽²⁰¹⁹⁾ These By-laws may be amended, or repealed at any Session of the Rebekah Assembly by a two-thirds (2/3) majority vote of the members present and voting - on a "Notice" given at a previous sitting, except when a Committee appointed by the President presented these Notices of Motion and were mailed to the lodges by the Assembly Secretary 2 months prior to the scheduled Sessions. Code changes adopted by the Sovereign Grand Lodge shall be edited into the Rebekah Assembly By-laws as mandated. But no amendment, alteration or repeal shall be valid, unless approved by the Grand Lodge of Ontario.

(1) Form. Notices of Motion proposed by one (1) or more members shall begin with a title followed by the enacting clause, "Be it enacted by the Rebekah Assembly", and contain only one (1) subject. The Notice of Motion shall reference the Chapter Number, Article and/or Section of the Chapter and if applicable, the Subsection(s) and/or Paragraph(s) and Page Number (i.e., 11-25 of the By-laws to be enacted, amended or repealed).

(a) Striking through that portion to be deleted and underlining the portion being added.

91. - ⁽²⁰⁰¹⁾ All Legislation to be presented to Grand Lodge for their approval must be prepared in triplicate and delivered to the Grand Lodge Committee on Legislation, not later than 4:00 PM on Tuesday of Grand Lodge week.

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**CONSTITUTION
OF
REBEKAH LODGES
Under the Supervision of the
REBEKAH ASSEMBLY, OF ONTARIO
I.O.O.F.**

(Comprising Chapter VIII of the Code of Ontario Odd Fellow Laws)

**Adopted by
the Rebekah Assembly of Ontario
and approved by
the Grand Lodge of Ontario,
and the Sovereign Grand Lodge,
I.O.O.F**

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CONSTITUTION OF REBEKAH LODGES IN ONTARIO
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CREED

Odd Fellowship, while free from anything of a sectarian character, has always held belief in a Supreme Being, the Creator and Preserver, of the universe, as a cardinal principle; and has maintained the Fatherhood of God as a doctrine of equal importance with the doctrine of the Brotherhood of Man. Concerning the qualities and attributes of the Divine Father, it has never undertaken to pronounce with authority nor does it question the moral character and good citizenship of those who declare that they have no belief in a Supreme Being. It simply exercises the right of all voluntary association to prescribe the qualifications for membership in its own circle. It has always insisted and will insist, that belief in a Supreme Being is necessary to attain or retain a place within its ranks. No man or woman should seek membership in our order who has not this belief; neither should be accepted without it; and no member who loses faith in a Supreme Being can honestly and consistently remain with us.

OBJECTS AND PURPOSES

The objects and purposes of Rebekah lodges are

- (1) To follow the precepts of Odd Fellowship,
- (2) To establish, maintain and support the Homes of the Order,
- (3) To encourage social and fraternal relations among all components of the Order.

(Code of General Laws, Chapter XII, Article II Sec. 2)

PREAMBLE

Under authority vested in it by the Sovereign Grand Lodge, I.O.O.F., the Grand Lodge of Ontario, Independent Order of Odd Fellows, hereby ordains the following to be the Constitution of all Rebekah lodges working under its jurisdiction.

TITLES AND POWERS

Clause 1. - ⁽²⁰¹⁹⁾ A Rebekah Lodge shall consist of at least five members of the Rebekah Degree in good standing, of which two-fifths (2/5) may be associate members and shall be known as Rebekah Lodge No I.O.O.F., of Ontario and shall possess the full powers and privileges of a Rebekah Lodge, holding a legal Charter, duly granted by the Grand Lodge of Ontario. The Charter must be present at all Lodge meetings and cannot be moved from one Lodge room to another without a dispensation.

Ref. Assembly Constitution Section 29.

QUORUM

Clause 2. - No business shall be transacted at any regular or special meeting, unless five members, in good standing, of the lodge including one qualified to preside, are present. A Rebekah lodge and the Charter cannot be surrendered as long as five members desire to keep it. **(Code of General Laws - Chapter VIII, Part A. Article VIII, Sec. 1 and VIII Part B, Sec. 8 C.)**

CONSTITUTION OF REBEKAH LODGES IN ONTARIO
CHAPTER VIII
MEETINGS

Clause 3. - The regular meetings of this lodge shall be held weekly or semi-monthly on such day/evenings, and at such times as may be provided by its Bylaws, provided that during the months of July and August of each year the meetings of this lodge may be discontinued if provided by Bylaw, and the elective officers and Junior Past Noble Grand shall attend to all emergencies which may arise. The number of omitted meetings shall not be deducted from the number of nights required to constitute a term of office. (subject to jurisdictional approval)

(Code of General Laws - Chapter VIII Part A, Article VII, Sec. 1 abd VIII Part B, Sec. 8 B)

Clause 3A ⁽²⁰¹⁰⁾ Rebekah Lodges within the Jurisdiction of Ontario shall be allowed to hold open meetings for the purpose of attaining new members, by providing an insight as to what Rebekah meetings are all about

Clause 3A (1) ⁽²⁰¹⁶⁾ Social meeting – In addition a Rebekah Lodge may have one social/informal meeting per month. At such a meeting no Ritual or gavel shall be used and no formal business shall be conducted. The Secretary shall make note of the date, location, roll call and the number of Members in attendance.

Clause 3B FLAG CEREMONY

At each meeting the Flag of our country shall be brought in. The presiding officer will call the lodge to order and after determining that all present are qualified to remain and before the lodge is opened, shall direct the proper officers to retire to the ante room and present the Flag of the country in which the lodge is located. After being admitted by the proper officers, they will march around the room or up the center of the floor to their chairs, facing in, when one verse of the National Anthem will be sung, after which the Warden or Colour Bearer will present the Flag as instructed by the Rebekah Ritual.

FORM TO BE USED:-

Noble Grand: "The Warden and Conductor will retire and present the Flag of our Country."

Inside Guardian: "Noble Grand, the Warden and Conductor, bearing the Flag of our Country, are ready to enter."

Noble Grand: "Admit them."

(The Noble Grand will call up the lodge and members will stand at 'Attention', while the Warden and Conductor enter bearing the Flag upright and march around or up the center of the floor to the chair of the Noble Grand).

Sing a verse of the National Anthem.

The Warden places the flag in a suitable receptacle to the right of the Noble Grand.

Warden: "Noble Grand, your orders have been obeyed."

Immediately before closing the lodge the Noble Grand will call up the lodge, instruct the Warden and Conductor to retire with the Flag as follows:- "Warden and Conductor, you will retire with the Flag and deposit it for safekeeping." The Warden and Conductor present themselves in front of the station

CONSTITUTION OF REBEKAH LODGES IN ONTARIO
CHAPTER VIII

of the Noble Grand, facing that officer. The Warden removes the flag from the receptacle and returns to a position beside the Conductor and then bearing the flag and escorted by the Conductor, marches around or up the center of the room, retiring the flag to the anteroom or other customary depository, the lodge stands at 'Attention' during the Ceremony.

FORM TO BE USED WHEN LODGE HAS A COLOUR BEARER

Noble Grand: "The Colour Bearer, escorted by the Warden and Conductor, will retire and present the Flag of our Country."

Inside Guardian: "Noble Grand, the Colour Bearer, bearing the Flag of our Country, escorted by the Warden and Conductor, is ready to enter."

Noble Grand: "Admit them."

(The Noble Grand will call up the lodge and members will stand at 'Attention', while the Colour Bearer, bearing the Flag upright and followed by the Warden and Conductor, will march around or up the center of the floor to the chair of the Noble Grand).

Sing a verse of the National Anthem.

The Colour Bearer places the flag in a suitable receptacle to the right of the Noble Grand; the officers will resume their places and the lodge will be seated.

Colour Bearer: "Noble Grand, your instructions have been obeyed."

When retiring, the Noble Grand will call up the lodge and say: "The Colour Bearer, the Warden and Conductor will retire with the Flag of our Country and deposit it for safekeeping." (The Colour Bearer removes the Flag from the receptacle and carries it to the depository).

They will return without form the Colour Bearer leading in the usual manner.

Clause 4. - Special meetings may be ordered by the lodge to be held on any stated day/night for the transaction of special business. They may also be called by the Noble Grand, or, in the absence of that officer, by the Vice Grand; and it shall be the duty of the Noble Grand to call a special meeting whenever requested so to do in writing by five or more members. When meetings are called by such officers, not less than twenty-four hours notice thereof shall be given by advertisement in the local press, or by circular to each member, unless the meeting is called to receive a Grand or Assembly officer, or to arrange for or to attend the funeral of a member. No business shall be transacted at any special meeting other than that for which such meeting has been called, and the regular Order of Procedure, as set forth in Rule II, shall be omitted.

After such special meeting has been regularly opened and roll called, the presiding officer will request the Secretary to read the purpose for which said meeting has been called, and no proposition or application for membership, balloting on candidates, or election of officers can take place at a special meeting.

(A dispensation for a special meeting is not required).

Clause 5. - Should any regular meeting fall upon any legal or recognized holiday, the lodge may by resolution passed at the preceding regular meeting, omit such meeting or appoint another meeting

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to take its place, and any business that should by law or resolution be transacted at that time, may be legally transacted at such substituted meeting, or at the next regular meeting as the case may be.

SEAL

Clause 6. - This lodge shall have a seal, and all official documents shall be sealed therewith by the Secretary. A proof impression of such seal shall be deposited with the Secretary of the Rebekah Assembly.

DRAPING THE CHARTER

Clause 7. - The Charter may be draped for a period of 30 days for a deceased member, Grand Master or Rebekah Assembly President or past elective officer, or on the passing of our King or Queen, at the meeting following his or her demise, or at a more suitable date. Such ceremony shall be performed under the Order of Business No. 2, after roll call of officers and the ceremony adopted by our Rebekah Assembly shall be used.

VISITORS

Clause 8. Members of Rebekah lodges may be admitted as visitors in accordance with the following regulations, viz:-

Those holding membership in a lodge in Ontario may be admitted providing they prove themselves in the password of the current term, or present an official certificate showing dues paid to the date of such visit, and can prove themselves as members of the Rebekah Degree.

⁽²⁰⁰⁹⁾Visitors from foreign jurisdictions must present an official certificate in date, and give the Annual Password and having passed a satisfactory examination, may be admitted. Elective Grand Officers and Elective Assembly Officers, and Grand Representatives from the Grand Lodge or Grand Encampment of Ontario, who are members in good standing in a Rebekah lodge, may vouch for those whom they know to be members of a Rebekah lodge in good standing. Members holding Withdrawal Cards in date may be admitted, provided they give the proper password and are properly identified. Visitors may be admitted in a body, if vouched for by their Noble Grand or Vice Grand.

PASSWORDS

Clause 9. - Each member ' in giving the passwords to the Warden, shall rise and give the term and permanent passwords in a whisper. The presentation of a properly signed and sealed official certificate, and satisfactory identification, shall be the legal authority for the Noble Grand to communicate the term and Annual Password to a member of a Rebekah lodge in this jurisdiction, and only the Annual Password to a member from another jurisdiction. Members whose dues are unpaid shall not be entitled to the term or annual passwords.

TERMS

Clause 10. - ⁽²⁰⁰¹⁾The official term shall be annual, and shall commence on the first regular meeting of September in each and every year. The Annual term closes on last last day of August.

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Clause 11. - ⁽²⁰¹⁰⁾ It shall be the duty of the Financial Secretary and Secretary, assisted by the Noble Grand, to prepare the Annual returns of the work of the lodge, in accordance with the forms supplied by the Rebekah Assembly and present same to the lodge at the first regular meeting in September of each year. When they are accepted by the lodge as correct, same will be forwarded to the Secretary of the Rebekah Assembly. The dues must be received by the Assembly Secretary on or before the 30th day of September of each and every year for each unsuspended Brother or Sister member. The rate to be determined by the Rebekah Assembly. Associate and Non-Contributing members excepted.

Clause 12. - ⁽²⁰¹⁰⁾ Any lodge failing to send in the annual Returns on or before September 30th each year received by the Secretary of the Rebekah Assembly shall pay a fine of ten dollars (\$10.00) for late filing, and two dollars (\$2.00) for each month or portion thereof up to five months that may elapse after the 20th of September in each year, until said returns have been received by the Assembly Secretary. Such fine shall be made good to the lodge in equal portions by the officers whose duty it is to prepare and forward said Returns. Any lodge failing to send in the required Dues by the 20th day of March, shall, in addition to the fine imposed, be liable to be debarred from representation at the next Annual Session of the Assembly.

Clause 13. - Should this lodge, or the officers thereof, fail to make the required returns for twelve months, and thereby become liable to the forfeiture of its charter, it shall be the duty of the last installed officers to transmit or surrender to the Grand Master, on requisition from him to that effect, or such brother or sister as may be appointed by the Grand Lodge or Grand Master to receive the same, the Charter, books, papers, furniture and funds of the lodge.

OFFICERS

Clause 14. - The elective officers of this lodge shall be as follows, viz: - Noble Grand, Vice Grand, Secretary, Financial Secretary and Treasurer.

Clause 15. - To be eligible to the office of Noble Grand, one must have served in the office of Vice-Grand. To be eligible to the office of Vice- Grand, a member must have served in two other offices. In the event there are no qualified members, the lodge may elect any member for either of these two elective offices. A dispensation must be obtained from the President of the Rebekah Assembly before installation. **Code of General Laws, Chapter VIII Part B, Sec. 1, G(2).**

NOMINATIONS

Clause 16. - ⁽²⁰⁰¹⁾ Nominations for Elective officers and Trustees shall be made at the first regular meeting in April and the second regular meeting in April. No nominee shall be balloted for who has not consented to accept the office, either in open lodge or in writing. Any nominee may resign the nomination at any time prior to the taking of the vote.

ELECTION OF OFFICERS

Clause 17. - ⁽²⁰⁰¹⁾ The election of such officers as are prescribed by the Ritual, and of trustees, shall take place at the second regular meeting in April.

Clause 18. - ⁽²⁰⁰¹⁾ The elections of Representatives and Scholars to the Rebekah Assembly shall take

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place at the last regular meeting in February, and where a District Association is established, the election of Representatives to that Association shall also take place on the last regular meeting in February. Each lodge may elect an alternate.

RECOMMENDATION FOR DISTRICT DEPUTY PRESIDENT

Clause 19. - ⁽²⁰⁰⁹⁾ At the last regular meeting in February, nominations shall be called for the recommendation to the President-elect of a Past Noble Grand (in good standing in a lodge whose turn it is to recommend one) for appointment to the position of District Deputy President and for an alternate providing such lodge has one eligible and willing to accept the position either in open lodge or in writing, otherwise the next lodge in order of rotation shall have the opportunity of making the recommendation. The name of the Past Noble Grand selected for appointment as District Deputy President shall be immediately forwarded to the District Deputy President. The District Deputy President shall forward to the Secretary of the Rebekah Assembly the name and address of the member selected for appointment as District Deputy President; and the Assembly Secretary will forward same to the President-Elect. Each Secretary in the District shall be notified by the District Secretary of the name selected as the recommendation for District Deputy President.

Clause 20. - ⁽²⁰¹⁹⁾ Before proceeding to open the poll for the election of any Officer, Trustee, Representative or Scholar to the Rebekah Assembly, or Representative to the District Association, each Nominee shall appoint one (1) Scrutineer and the Warden shall be a Scrutineer. The Warden and Conductor shall distribute and collect the ballot papers. Any ballot containing any writing not the name of a candidate, as well as any upon which no writing appears, shall be counted "blank" and so recorded.

Clause 21. - ⁽²⁰¹⁹⁾ It shall be the duty of the scrutineers to count the votes cast for each candidate and the Warden shall give a written report thereof to the Noble Grand, who shall declare to the lodge the name of the candidate having the majority thereof. The name shall be recorded in the minutes by the Secretary. The scrutineers shall destroy the ballots, after order by the presiding officer.

Clause 22. - If for any office or committee no more candidates are in nomination than are required to fill such office or committee, such candidate shall be declared elected by acclamation; should there be more candidates in nomination than are required, the members present shall proceed to elect, by paper ballot, from among the candidates previously nominated, the officer or member of committee required. Only one name shall be written upon any ballot, and only members in good standing shall vote. A majority of all legal votes cast (including blanks) shall be necessary to election. Should there be no choice of an officer on any ballot, a new ballot shall forthwith take place, and after each ballot the name of the candidate who shall have received the lowest number of votes, as well as those who have received no votes shall be withdrawn. In case of a tie between two or more of the lowest, both shall drop out. If more than one officer or member of committee is required, you will be entitled to vote for as many candidates for such office as there are candidates to be elected but once only for each candidate. The required number of candidates receiving the majority votes shall be elected.

APPOINTED OFFICERS

Clause 23. - The appointed officers of the Lodge shall be Warden, Conductor, Inside Guardian, Outside Guardian, Right Supporter of the Noble Grand, Left Supporter of the Noble Grand, Right Supporter of the Vice Grand, Left Supporter of the Vice Grand, Chaplain and Musician. The Noble

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Grand may also appoint a Colour Bearer.

Clause 24. - The appointed officers shall be appointed by the Noble Grand at the specified time, except the Right and Left Supporters of the Vice Grand who shall be appointed by the Vice Grand at such time. All members appointed as officers must be in good standing and shall so remain during the incumbency of the office.

Clause 25. - The Noble Grand with the consent of the lodge, may appoint as Outside Guardian a member belonging to another Rebekah lodge in this jurisdiction.

Clause 26. - This lodge may at any time elect a Solicitor who need not be a member of the Order, and may pay for the services rendered out of the General Fund of the lodge.

INSTALLATION

Clause 27. - ⁽²⁰⁰¹⁾The officers of the lodge shall be installed at the first regular meeting in the term for which they have been elected or appointed, or on such other date as may insure prompt installation, and as may be arranged by the District Deputy President and the lodge. Before proceeding to install the officers, the District Deputy President shall ascertain if the Finance Committee or Auditors have made their report on the financial affairs of the lodge; whether the Annual returns by the Financial Secretary and Noble Grand and the report of the Treasurer have been presented to the lodge and accepted, and whether the Dues has been paid or a warrant ordered for same. The District Deputy President will not install the officers until all these reports have been presented and adopted by the lodge, and the Dues paid, or a warrant ordered for same. Installation shall take priority over other Orders of Procedure after reports have been received and adopted, and Dues paid, or warrant ordered for same. Installation of an officer chosen to fill a vacancy may take place at the time of his or her election or appointment. An officer re-elected or reappointed must be again installed. No member in arrears for dues, or against whom any charge is pending, shall be installed into any office in a lodge. No member shall be installed by proxy.

DUTIES AND POWERS OF OFFICERS

Clause 28. - The officers of the lodge shall perform such duties and be invested with such powers as are, or may hereafter be prescribed by this Constitution, by the charge books and usages of the Order, the laws of the Rebekah Assembly and Grand Lodge of Ontario, the laws of the International Association of Rebekah Assemblies and of the Sovereign Grand Lodge, and the By-laws and Resolutions of the lodge. A member cannot occupy any position, nor discharge any function in a degree staff, unless such member is qualified to fill such a position by the rank attained in the order.

Clause 29. - All elective and appointive officers shall be required to state their duties, or deliver any charge at the opening and closing of the lodge and shall memorize the same prior to their installation. In default thereof the installing officer may refuse to install such officer, and the lodge shall declare the office vacant. **(Code of General Laws Chapter VIII Part B, Sec. 1 G(1)).**

JUNIOR PAST NOBLE GRAND

Clause 30. - ⁽²⁰⁰⁹⁾It shall be the duty of the Junior Past Noble Grand to attend regularly the meetings of this lodge; to act as sitting Past Noble Grand until the successor shall assume the Past Noble

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Grand's chair; to deliver the charges of that office for the Degree and Installation ceremony, unless otherwise provided for, in a becoming manner; to watch over the welfare and interests of every widow and orphan child of deceased members who may for time being, be resident within the jurisdiction of this lodge; to visit them as the occasion may require, and report their condition to the lodge. In the absence or incapacity of the Vice Grand, the Jr. P.N.G shall act as chairman of the visiting committee. This officer shall retire with the Financial Secretary prior to the admission of candidates for membership, and propound the questions prescribed in the question book provided by the Assembly.

NOBLE GRAND

Clause 31. - ⁽²⁰⁰⁹⁾ It shall be the duty of the Noble Grand to preside over the lodge; to enforce a due observance of the Constitution and By-laws, and proper respect for the Rebekah Assembly and Grand Lodge of Ontario; to memorize and deliver all charges of the office; to see that all officers of the lodge and the members of committees perform their respective duties as enjoined by the Ritual and Constitution; to take charge of the Charter of the lodge, and to have it always in the lodge while in session; to summon special meetings as required by law; to appoint all officers and committees not otherwise provided for; to fill all vacancies occurring in committees originally appointed by the N.G.; to ascertain and announce to the lodge the result of balloting and other votes; to give the casting vote in case of a tie on any matter or question before the lodge, unless the vote is by ballot; to present a copy of the Constitution and By-laws to every sister and brother on admission to membership; to ascertain from the Financial Secretary previous to closing the lodge, the amount of the receipts since the last lodge meeting, and from the Treasurer whether she/he has received the same; to cause the Secretary to invite members to attend the funeral of every unsuspended deceased sister or brother; to take charge of such funeral in the absence of competent relatives; to assist the Financial Secretary to prepare the Annual return; and see that it is properly forwarded directly to the Assembly Secretary, immediately after the close of the year for which it is made.

⁽²⁰⁰⁹⁾The N.G. shall countersign all warrants and cheques ordered by the lodge and not otherwise. The N.G. shall be an ex-officio member of all committees appointed by her or by the lodge.

VICE GRAND

Clause 32. - ⁽²⁰⁰⁹⁾ It shall be the duty of the Vice Grand to memorize and deliver all charges of the office; to assist the Noble Grand in the discharge of those duties; and in the absence of the Noble Grand to perform the duties of that officer, except that the V.G. shall not deliver the Past Noble Grand's charge, which must be delivered by a Past Noble Grand or the Noble Grand; to appoint her/his own supporters and the minority of all committees on Character; to act as chairman of the Visiting Committee, and make a report each meeting concerning the sickness of members of this lodge, or of any member in the order who may be resident for the time being in the jurisdiction of this lodge; and to take charge of the door, under direction of the Noble Grand.

SECRETARY

Clause 33. - ⁽²⁰¹⁴⁾ It shall be the duty of the Secretary to keep an accurate record of the proceedings of the lodge; to take charge of and safely keep the seal; to keep carefully and in good order all books, paper and other property belonging to the office, to fill in all certificates, cards and transfers ordered by the lodge; to write and duly dispatch all communications ordered by the lodge, keeping a copy thereof, and to report the same at the next regular meeting under the head of reports of officers; to

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punctually issue all notices required by order of the Noble Grand or of the lodge, or by the laws of the Order; to inform all candidates for membership of their election or rejection when the proposer of such candidate declines to do so, but without disclosing any other fact or circumstance in connection therewith; to fill out for the Chairman of the Committee on Character a notice containing the names of such committee, and also that of the candidates and references; to preserve and file all written resolutions, motions, accounts and reports, upon which action has been taken by the lodge; to keep written up in good order all books placed in her/his charge; to carefully preserve all papers pertaining to the office; to transmit to the Financial Secretary each meeting all money coming into her possession; to issue all warrants for money ordered by the lodge for payment by the Treasurer and secure the signature of the Noble Grand of the same; to call Special Meetings when ordered by the Noble Grand, to attach the seal to all official documents and to notify a member by letter of suspension for non-payment of dues. For services rendered the Secretary shall receive such remuneration as may be provided for in the By-laws.

FINANCIAL SECRETARY

Clause 34. - ⁽²⁰¹¹⁾ It shall be the duty of the Financial Secretary to keep just and true accounts between this lodge and its members to punctually charge and receive all dues, fees, assessments and fines; to notify each member in arrears at least two weeks before the close of the annual term, of the amount due, and of all fines imposed; to furnish the Membership Committee with the names of all members six months in arrears; to call the attention of every member twelve calendar months in arrears to the provisions of the Constitution respecting suspension for Non Payment of Dues, by means of a written or printed note, to be delivered or sent to their last known address by registered mail prepaid; to advise the lodge at the next meeting of the names of all members so notified; to collect all revenue from invested funds; to receive all moneys due to the lodge; to pay over forthwith to the Treasurer all moneys collected or otherwise received for the lodge taking a receipt for the same; to have the books written up for the Finance Committee or Auditors within twenty-four hours after the last day of August; to deliver up in good order to the succeeding Financial Secretary all books, papers and other properties pertaining to the office; to make out at the end of the term, for the Rebekah Assembly (assisted by the N.G.) a full return of the proceedings of the lodge during the term, on the forms furnished by the Rebekah Assembly and transmit the same to the Assembly Secretary, together with the Dues; to make out an official certificate for dues upon payment thereof and to attach the seal thereto. The Financial Secretary shall also issue an official certificate to every Non-Contributing member at the first meeting of each annual term. The F.S. shall retire with the Junior Past Noble Grand prior to the admission of candidates for membership and collect the necessary dues. For services rendered the Financial Secretary shall receive such remuneration as may be provided for in the By-laws.

TREASURER

Clause 35. - ⁽²⁰⁰⁹⁾ It shall be the duty of the Treasurer to receive from the Financial Secretary all moneys of the lodge at the close of each meeting, and deal with the same in such a manner as may be required by the lodge; to keep the several funds of the lodge separate and distinct; to pay all legal warrants signed by the Noble Grand and Secretary, and none other, charging the same to the respective funds; to keep accurate account of all moneys coming into her/his hands belonging to the lodge; to have the books written up for the Finance Committee within twenty four hours after the last day of August; to make a full report of the receipts and disbursements for the previous term at the first regular meeting in September, and to report the balance of all funds at each regular session; to

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deliver up to the succeeding Treasurer, or when legally called upon, all moneys, books, papers and other property of the lodge which may be in her/his possession, and to furnish the Financial Secretary with such information to date, when called upon, as will enable that officer to prepare the reports for the Rebekah Assembly. All cheques issued by the Treasurer must be countersigned by the Noble Grand. For services rendered the Treasurer shall receive such remuneration as may be provided for in the By-laws.

WARDEN

Clause 36. - It shall be the duty of the Warden to take charge of the regalia and other property of the lodge, when not entrusted to another officer; to bring in the Flag of the Country in the prescribed form, except when a Colour Bearer is appointed; to act as chairman of the Property Committee; to count all open votes; to distribute ballot papers prior to the election of Officers, Representatives to the Rebekah Assembly or the District Association, Scholars to the Assembly and Trustees; and perform such other duties as are prescribed by the Ritual, Constitution, By-laws or by resolution of the lodge.

CONDUCTOR

Clause 37. - It shall be the duty of the Conductor to assist the Warden in the work of that office.

COLOUR BEARER

Clause 38. - It shall be the duty of the Colour Bearer (if one is appointed by the Noble Grand) to bring in and retire the Flag of our Country in the manner prescribed.

TRUSTEES

Clause 39. - ⁽²⁰⁰⁹⁾ The lodge. shall elect a Board of not less than three Trustees, who shall serve until their successors assume office. At the first election thereof one Trustee shall be elected to serve until the first regular meeting in September next following; the second Trustee elected shall serve for one year longer and the third for two years longer. At each annual election in April one Trustee shall be elected to fill the position of the one then completing the term. Any Trustee failing to discharge any of the duties may be dismissed from office by a vote of the lodge, after one meeting's notice of motion to that effect shall have been given. The duties of the Trustees shall be to invest the funds of the lodge as the lodge may direct, and perform such other duties as may be entrusted to them. All members elected Trustees must be in good standing at the time of their election.

BOND OF OFFICE

Clause 40. - The lodge may secure bonds for the Financial secretary, Treasurer and Trustees or any member who may be entrusted with funds of the lodge, in such amounts as may be deemed advisable. These bonds may be paid for out of the General Fund of the lodge.

VACANCIES OF OFFICE

Clause 41. - Any office, the occupant of which may have been absent without satisfactory excuse from three successive regular meetings, or where the occupant may have become in arrears for dues, may be declared vacant by a vote of the lodge, on a motion to that effect, provided notice of

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such motion has been given at the regular meeting previous to that at which the vote is to be taken.

Clause 42. - Any vacancy in office by resignation, death, or otherwise, shall be filled by election or appointment as the case may require. In the case of elective officers the nominations to fill such vacancy shall take place at the meeting at which such office is declared vacant, and also at the next regular meeting. The election shall take place on such second day/night of nomination. In the case of an appointed office the vacancy shall be filled at the same, or at the regular meeting next following that at which the vacancy is declared. The member, so elected or appointed, shall be entitled to the privileges and honours of the office, provided he or she shall serve a majority of the meetings remaining in such term, and to the end thereof. In case of a vacancy in the office of Noble Grand or Vice Grand, if all qualified members refuse to accept such vacant office, the lodge may elect any member in good standing thereto. Before any such officer may be installed or act as such officer, a Dispensation shall be obtained from the President of the Rebekah Assembly.

DISMISSAL OF OFFICERS

Clause 43. - Any officer charged with official misconduct may be dismissed from office after due trial or suspended from membership, such suspension vacating the office, or he or she may be expelled from the lodge. Any officer or person failing to discharge any duty assigned to him or her by the Constitution, or by a resolution of the lodge, may be dismissed from his or her position by a vote of the lodge at a regular meeting.

STANDING COMMITTEES

Clause 44. - ⁽²⁰¹⁹⁾ The Noble Grand at the time of installation, when not otherwise provided, shall appoint, subject to the approval of the lodge, the following standing committees to serve for the current official term, viz.: - A Finance Committee, a Property Committee, a visiting Committee, a Covenant Committee, a Youth Activities Committee a Membership Committee and a Benevolent Committee. If the lodge is participating a local Humanitarian Service Programme committee, the Noble Grand shall appoint a representative and alternate thereto. If the lodge is participating with other Branches of the order in their community the same procedure shall apply.

FINANCE COMMITTEE

Clause 45. - The Finance Committee shall consist of three members, none of whom shall hold the office of Secretary, Financial Secretary or Treasurer, whose duty it shall be to inspect and report at the same or next regular meeting upon all accounts referred to it. This committee shall audit the books and accounts of the Secretary, Financial Secretary and Treasurer at the close of each Annual term, and shall make a written report thereon and also a report in full of the financial affairs of the lodge at the first regular meeting in each term, provided that any lodge may, if it be deemed advisable, appoint one or more competent Auditors to audit the books and accounts of the Secretary, Financial Secretary, Treasurer and Trustees, and where this is done, the Finance Committee shall be relieved of this duty. This committee shall audit the accounts of all officers, trustees or committees charged with the receipt or expenditures of moneys of the lodge.

PROPERTY COMMITTEE

Clause 46. - ⁽²⁰⁰¹⁾ The property committee shall consist of three members including the Warden who

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shall be chairman thereof; it shall be the duty of this committee to take charge of all regalia and all other effects of the lodge not especially entrusted to particular officers or to other committees; to procure for the lodge such articles as may be deemed necessary, or as the lodge may direct; to cause repairs to be made to regalia or other property of the lodge, as may seem requisite, or as the lodge may direct; and to make a full report of its proceedings together with an inventory of all property in its keeping at the last regular meeting in June of every year. This committee shall not expend more than twenty dollars (\$20.00) during any annual term, without the consent of the lodge.

VISITING COMMITTEE

Clause 47. - ⁽²⁰¹⁹⁾ The Visiting Committee shall consist of at least five (5) members, including the Immediate Past Noble Grand, Noble Grand and Vice Grand, the latter being chairperson thereof. The members shall be selected from such different parts of the lodge jurisdiction as will be convenient for visiting the members of the lodge.

Clause 48. - It shall be the duty of each member on the Visiting Committee, who shall receive notice of sisters or brothers being sick, to visit them within twenty-four hours thereafter, and to render them such aid as the case may require.

Clause 49. - Every unsuspended member, resident within the jurisdiction of the lodge, shall notify the lodge or any member of the Visiting Committee of his or her sickness, or forfeit the attention of such committee until such notice shall be given.

COVENANT COMMITTEE

Clause 50. - ⁽²⁰⁰⁹⁾ The Covenant Committee shall consist of three members, the first named to be convener thereof, and shall be appointed by the Noble Grand at the time of installation. It shall be the duty of the members of this committee to investigate all complaints that may be made to them, of immoral or dishonest conduct, or of the excessive use of intoxicants by any member of this lodge. In case, after investigation, the complaint shall prove to be well founded, it shall be the duty of the committee to warn the offending member against the practice complained of, and to endeavor by moral suasion to effect a reformation. If, however, the offence shall be continued, notwithstanding the efforts of the committee, then it shall be the duty of the committee to prefer and prosecute a charge against the recalcitrant member, which shall be disposed of as provided by the Constitution. When the attention of this committee shall be called to a violation of the code of Ontario Odd Fellow Laws - Chapter VIII, Clause 49 (a)(b) and (c). It shall be its duty to prefer and prosecute charges against the offending member. **(Code of General Laws Chapter VIII Part B, Sec. 13 A)**

MEMBERSHIP COMMITTEE

Clause 51. - The Membership Committee shall consist of five members whose duty it shall be to visit or correspond with members who have been absent for several meetings, or who may have become in arrears for dues, and to use their best endeavours to renew their interest and prevent suspension, and to secure the reinstatement of members suspended for Non Payment of Dues. Once a month they shall make a full report of the work done during that period.

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BENEVOLENT COMMITTEE

Clause 52. - The Benevolent Committee shall consist of five members whose duty it shall be to investigate all cases of pecuniary distress among the members of the lodge or the order. In an emergency the committee may expend an amount not exceeding fifty dollars (\$50.00), making a full report thereon at the next regular meeting of the lodge, together with a recommendation for further assistance if deemed necessary. All cases for benevolence outside of our Order shall be referred to this committee for investigation, and report to the lodge for action.

DISTRICT ASSOCIATION

Clause 53. - ⁽²⁰⁰⁹⁾ In every district in the jurisdiction where a majority of the lodges shall have agreed to the proposition, and suitable arrangements have been made to meet the expenses thereby incurred, there shall be a District Association. The District Deputy President and District Representatives shall be paid mileage, by the nearest traveled route, at a rate determined by the District Association. The District Deputy President on Official visits in September, March and December, if the Annual password is communicated in person shall be paid, by the nearest traveled route, at a rate determined by the District Association.

DISTRICT ASSOCIATION BY-LAWS

Clause 54. - In order to legally conduct business the District Association must have By-laws duly approved by the Rebekah Assembly of Ontario. **(These laws must define the procedure and expenditures of the Association. See "Model Code" page 65 in this Constitution.)**

DISTRICT ASSOCIATION AND REPRESENTATIVES

Clause 55. - ⁽²⁰¹¹⁾ The District Association shall be composed of Past Noble Grands and Past Grands in good standing in their respective lodges. The District representatives shall be two Past Noble Grands or Past Grands in good standing from each Rebekah lodge in the District. It is provided however, that up to three additional District Representatives from each lodge may be selected, if so specified in the By-Laws of the District. It shall hold at least two meetings during the year, one as soon as possible after the close of the Rebekah Assembly in May, but not later than the second week in June, to make necessary arrangements for installing the officers and to plan a program for the year's work. The District Deputy President shall be chairman of the Association, and the inaugural meeting shall be in her/his home town, unless otherwise provided.

⁽²⁰¹⁴⁾ Any member in good standing in a their lodge may attend the District Association meetings as a visitor.

The voting power shall be confined to the legally elected Representatives.

⁽²⁰⁰⁹⁾ The inaugural meeting shall be held as soon as possible after the close of the sessions of the Rebekah Assembly, but not later than the second week in June, and shall be called and presided over by the newly appointed District Deputy President, the representatives being those who were elected the previous February in their respective lodges. At this meeting a Secretary-Treasurer shall be elected from among the representatives, and necessary plans and arrangements made for installing the officers in the various lodges, also a program for the year's work. (The books and

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papers, moneys and all property belonging to the District Association shall be handed over to the newly appointed District Deputy President on or before May 30th of the current year, and delivered by the D.D.P. to the meeting).

⁽²⁰⁰⁴⁾ The annual meeting shall be held not later than the second week in March of each year for the purpose of receiving from the lodge in the District whose turn it is to have a District Deputy President, their recommendation of a Past Noble Grand or Past Grand in good standing, for appointment by the President; to review the year's work; receive reports of representatives and the District Deputy President; and making such recommendations as may be desired to the Rebekah Assembly. The District Deputy President shall forward the name and address of the Past Noble Grand or Past Grand recommended for appointment as District Deputy President to the Assembly Secretary; and the Assembly Secretary shall forward this name to the President elect. The District Secretary shall advise each Rebekah lodge in the District of the name selected.

⁽²⁰⁰⁴⁾ In the event of the elected representative to the District Association being unable to attend a District meeting, and no regular lodge meeting intervening, the Noble Grand shall have the power to appoint a qualified Past Noble Grand or Past Grand to officiate for the representative at said meeting, who shall be given a credential to that effect, signed by the Noble Grand and Secretary, and under the seal of the lodge.

REBEKAH DISTRICT WITHOUT AN ASSOCIATION

Clause 56. - ⁽²⁰⁰⁴⁾ In a District where there is no District Association, the District Deputy President shall, on her/his official visits in September and March be paid mileage by the lodge visited at a rate determined by the Rebekah Assembly for the nearest traveled route. In December, if the Annual Password is communicated in person, she/he shall receive the same remuneration from the lodge visited.

DISMISSAL OF COMMITTEES

Clause 57. - Any member of a committee, failing to discharge any of the duties assigned to it, may be dismissed therefrom by a vote of the lodge at a regular meeting; and every member thus discharged shall forthwith surrender to the Noble Grand, or to such member as the lodge may appoint, all books, papers, moneys or other property of the lodge, previously placed in his or her possession.

MEMBERSHIP

Clause 58. - The following persons are eligible for membership in a Rebekah lodge of this Order, viz.:

Any person of good moral character who is at least 16 years of age, who believes in a Supreme Being, the Creator and Preserver of the Universe, shall be eligible for membership.

Odd Fellows who are in good standing, shall not be rejected, except for valid reasons, from membership in a Rebekah Lodge. Continued rejection of Odd Fellows may result in revocation of a Rebekah Lodge Charter after notice and hearing.

Every application for membership by Initiation, Withdrawal Card in date or

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expired, Dismissal Certificate, Transfer Certificate, Grand Lodge Card, Certificate of Resignation or Associate membership, must be submitted on the form provided by the Rebekah Assembly, and must be accompanied by a reference from at least two members of the order who can verify that the candidate is of good moral character and standing. This application must be accompanied by the admission fee provided for in the By-laws of the lodge.

JOINING BY EXPIRED WITHDRAWAL CARD, DISMISSAL CERTIFICATE, GRAND LODGE CARD, OR CERTIFICATE OF RESIGNATION

Clause 59. - Any Rebekah desirous of joining a lodge by deposit of an expired Withdrawal Card, Dismissal Certificate, Grand Lodge Card, by Associate Membership or Certificate of Resignation, must make an application on the regular form provided by the Rebekah Assembly, attaching thereto the card or certificate, as the case may be.

The fee for admission by expired Withdrawal Card, Grand Lodge Card or Certificate of Resignation shall be five (\$5.00) dollars. The fee for admission by Dismissal Certificate shall not be less than the amount charged an initiate. The fee for admission as an Associate member shall be not less than One Dollar.

Grand Lodge Cards are issued to former members of lodges which have surrendered Charters or merged with another lodge. Grand Lodge Cards must be obtained through the Rebekah Assembly at a cost of One Dollar and Twenty-five cents (\$1.25) plus Ontario Sales Tax.

JOINING NEW LODGE

Clause 60. - Where by reason of the starting of a new lodge a member who desires to join the same, shall apply to his or her old lodge for a Withdrawal Card, paying the usual fee for same; and on presenting the card together with the required admission fee, and passing a favourable ballot, he or she shall be received into full membership on signing the Members' Register of the lodge.

RE-ADMISSION

Clause 61. - Should any member who has received a withdrawal card from a lodge apply within twelve months thereafter to be re-admitted to membership, and be accepted, the lodge may remit the entrance fee or any portion thereof.

Clause 62. - When any member expelled from membership desires to be admitted into a lodge, the consent of the lodge from which such member was expelled must be first obtained. The application of an expelled member for re-admission shall be referred to a committee of five members, three of whom shall be appointed by the Noble Grand, and two by the Vice Grand, who, after due investigation, shall report thereon at the next regular the Noble Grand and two by the Vice Grand who after due investigation, shall report at the next regular meeting and if a majority of the members then present and voting, shall vote in favour of the applicant, he or she shall be declared eligible for reinstatement, and with the consent of the Grand Master may be reinstated, but no such member shall be reinstated until he or she shall paid all arrearage against him or her at the time of his or her suspension, and all dues that have accrued against him or her since that date (**Code**

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of General Laws Chapter XXXIII, Sec. 9 1,2,3 and 7, and Chap VIII Part B).

Clause 63. - In the case of an application by one who, within six months previous to such application was a former member of a lodge which has merged into, or united with this lodge, the vote necessary to receive such applicant shall be a majority vote by ballot.

FEES

Clause 64. - The Initiation Fee of the Rebekah lodge shall be not less than Five (\$5.00) dollars and such fee shall be paid at the time of making application.

Clause 65. - The fee for granting a Withdrawal Card shall be One Dollar and Twenty-five cents (\$1.25) ; for a Dismissal Certificate One Dollar and Twenty-five cents (\$1.25) ; for a Transfer Certificate one Dollar and twenty-five cents (\$1.25) ; for a Grand Lodge Card One Dollar and Twenty-five cents (\$1.25); for a Certificate of Resignation One Dollar and Twenty-five cents (\$1.25) plus Ontario Sales Tax for each Card or Certificate. Such fee shall be paid at time of making application for a Card or Certificate, and shall be credited to the Applicant and the General Fund.

Clause 66. - The money received for an application for membership shall be given to the Financial Secretary, and placed to the credit of the applicant's admission fee. If such applicant does not attend for admission within thirteen (13) weeks after having been notified of acceptance, said fee shall be placed to the credit of the Contingent Fund or other Appropriate Fund, provided however, that the time in which such lodge is in vacation shall be added to the thirteen weeks herein specified. In the event of rejection, the fee shall be returned to the applicant.

DUES

Clause 67. - ⁽²⁰¹⁰⁾The dues payable by members of this lodge shall be regulated by the By-laws; but shall not be less than the amount prescribed by Sovereign Grand Lodge, and shall be paid in advance semiannually or annually. No motion shall be put to increase dues, unless notice thereof shall have been given at two regular meetings, preceding that upon which such motion is to be made. Every members shall be notified of such intent. No member shall be entitled to passwords, who have not paid such dues.

JOINING BY WITHDRAWAL CARD IN DATE

Clause 68. - Any Rebekah desirous of joining this lodge by deposit of Withdrawal Card in date, must make application on the regular form provided by the Rebekah Assembly. Brothers and Sisters joining by Withdrawal Card in date, shall be admitted free unless the lodge By-laws impose a fee which fee must not exceed One (\$1.00) Dollar. The application shall be disposed of in the same manner as a petition for membership by initiation.

Clause 69. - Void.

REINSTATEMENT

Clause 70. - No member who has been suspended for non-payment of dues shall be again admitted to active membership without making application on the form provided by the Rebekah

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Assembly, nor without compliance with all the forms for new applicants, excepting the ceremony of initiation, and excepting also, that in the case of a non-resident member of this lodge he or she shall not be required to resign the Members' Register.

Clause 71. - A member suspended for non-payment of dues, shall upon application for reinstatement pay a fee of Five (\$5.00) dollars, and if accepted shall pay one half-year's dues in advance.

Clause 72. - A member suspended or non-payment of dues who makes application for reinstatement and a withdrawal card, may be reinstated and granted a withdrawal card at any time within five years from the date of suspension, upon payment of the price of the card, and the reinstatement fee of Five (\$5.00) dollars. It shall not be necessary for the applicant to re-sign the Members' Register.

Clause 73. - when any member suspended for cause other than non-payment of dues, desires to be reinstated before the expiration of his or her term of suspension, his or her case shall be referred to a committee of five members, three of whom shall be appointed by the Noble Grand and two by the Vice Grand who after due investigation, shall report at the next regular meeting and if a majority of the members then present and voting, shall vote in favour of the applicant, he or she shall be declared eligible for reinstatement, and with the consent of the Grand Master may be reinstated, but no such member shall be reinstated until he or she shall paid all arrearage against him or her at the time of his or her suspension, and all dues that have accrued against him or her since that date (**Code of General Laws Chapter XXXIII, Sec. 9 1,2,3 and 7, and Chap VIII Part B**).

GOOD STANDING

Clause 74. - ⁽²⁰⁰⁹⁾Whenever the words "Good Standing" occur in the Constitution, or in the lodge By-laws, they shall be construed to mean a member whose dues are paid semi-annually or annually in advance.

APPLICATION FOR MEMBERSHIP

Clause 75. - All applications for membership shall be referred to a Committee on Character consisting of three members, two to be appointed by the Noble Grand, and one by the Vice Grand. It shall be the duty of the Committee on Character to ascertain carefully the profession, habits and character of the candidates referred to them and interview the candidate; to see that he or she has been a resident in this jurisdiction not less than three months; and make special report thereon at the next regular meeting, unless excused by a two-thirds vote of the members present and voting, or unless the application is withdrawn, which may be done by the proposer any time prior to the report of the Committee on Character, but not afterwards.

JOINING BY TRANSFER

Clause 76. - Any Rebekah may change membership from one lodge to another provided he or she is not under charges in his or her lodge and dues are paid at least 90 days in advance. Such a member shall make application for membership on the form used by the Body in which he or she is transferring. The official dues certificate shall be attached to the application, together with the sum of One Dollar and Twenty-five cents (\$1.25) plus Ontario Sales Tax, for the Transfer Certificate. The lodge receiving the application shall regularly investigate and ballot upon the application. If elected,

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the Secretary of the new lodge shall officially notify the Secretary of the old lodge. The lodge must, unless the member is under charges, issue the Transfer Certificate and remit to the new lodge all dues that are paid in advance. Upon receipt of an attested Transfer Certificate from the old lodge, the Secretary of the new lodge shall notify the transferring member. If the transferring member becomes disabled or dies before signing the Members' Register of the new lodge, or fails to sign the Members' Register within 90 days, the transfer is automatically cancelled. If he or she signs the Members' Register within 90 days, membership is terminated in the old lodge. **(Code of General Laws - Chapter XXVII, Sec. 1 C(1)(a)to(j)).**

REPORT OF COMMITTEE ON CHARACTER

Clause 77. - The report of the Committee on Character must be received before a lodge proceeds to ballot on an application for membership. **(See Order of Procedure #5).**

PRESENTING AN APPLICATION

Clause 78. - ⁽²⁰⁰⁹⁾Applications for membership by Initiation, Card, Certificate, Transfer Certificate, Associate Membership or Reinstatement, shall be made to the Lodge through a sponsoring member of the Rebekah Degree. He or she must give one meeting's notice of the name and address of the applicant whose application will be presented at the next regular meeting of the lodge. **Reference Code of General Laws Chapter III-2 Sec. 2A** **Clause 79.** - No application for membership shall be made known to any person not a member of the Rebekah Degree in good standing, until the same shall have been favourably determined by elections under penalty of suspension for thirteen weeks.

NON-CONTRIBUTING MEMBERSHIP

Clause 80. - After a member of a Rebekah lodge has been a contributing member for forty (40) consecutive years, immediately preceding his or her present age, and shall from any cause be unable to pay dues, he or she or an investigating committee, may make application in writing to be transferred to Non-Contributing membership. **(Code of General Laws Chapter III Sect. 9 A (1)).**

⁽²⁰¹²⁾Any member of a Rebekah Lodge, without 40 years of membership who is confined to his or her residence, or a recognized nursing home or similar facility, because of a physical or mental disability, may make application, in writing, to be transferred to Non Contributing Confined Membership. The application may also be received from a family member or from a Lodge appointed investigating committee. Through a majority vote of the members present by ball ballot, the Non Contributing Confined Membership may be approved.

The application shall be received and referred to an investigating committee which shall submit its report in writing with a recommendation at the next regular meeting, unless by request of the committee further time be granted. When the report of the investigating committee shall be submitted a ball ballot shall be taken on the application, and if a majority of the ballots cast shall be favourable the Brother or Sister shall be declared transferred to non-contributing membership. Such non-contributing member shall thereafter be relieved from the payment of all dues and assessments and shall be entitled to the passwords, fraternal fellowship, the right to hold office and to vote in the lodge in which such membership is held.

⁽²⁰⁰¹⁾ The lodge in which such non-contributing member holds membership shall not be required to pay

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Dues on such non-contributing member. The annual reports shall show the number of such non-contributing members on the roll. (**Code of General Laws - Chapter III, Sec. 9 A(2)**).

ASSOCIATE MEMBERSHIP

Clause 81. - A member in good standing in Rebekah lodge may be admitted to Associate membership in any lodge upon payment of the admission fee provided by the by-laws of the said lodge and by this constitution. The minimum admission fee provided by the lodge for Associate membership shall not be less than One (\$1.00) dollar; the minimum dues for Associate members shall not be less than Two dollars and fifty cents (\$2.50) per annum, and governed by the by-laws of said lodge. Such membership shall not interfere in any way with the brother's or sisters's membership in any other lodge, or his or her rights, privileges and duties therein. The rights, privileges and duties of such associate members shall be the same as those of other members. Continuation of associate membership shall be dependent upon the continuance of the original membership, provided that if any associate member shall be suspended for cause in any lodge in which he or she holds membership, such suspension shall have a corresponding effect on his or her standing in any other lodge of which he or she is a member.

And further provided -

- (a) That should any member of this class be suspended for cause from one lodge his or her membership in any other lodge or lodges shall be likewise terminated.
- (b) When Associate Membership is obtained the home lodge of the brother or sister shall be notified, and the home lodge shall thereupon be required to notify the lodge in which associate membership has been obtained, of any change in the member's standing in the home lodge. If an Associate member desires to voluntarily withdraw from Associate membership he or she shall submit a letter resignation. (**Code of General Laws - Chapter III, Sec. 12 B, C, D, E, F, G**).

⁽²⁰⁰¹⁾ The Dues on Associate members shall be paid by the home lodge of those members only.

CARDS

Clause 82. - ⁽²⁰⁰¹⁾ A withdrawal card shall be granted upon request from a member in good standing. Dues must be paid to date of issue of a card.

Clause 83. - ⁽²⁰¹⁹⁾ A Withdrawal Card takes effect on the date of issue. It shall be granted upon request from a member in good standing, ensuring sufficient dues have been collected to cover the period that the Withdrawal Card is in effect (in date), that is for twelve (12) months. During this time period the member may visit other Lodges in order to make a decision in choosing a new Lodge or resigning from the Order.

A Withdrawal Card can also be issued to members of a Lodge that is closing. The same rights are given to these members as described in the above paragraph. As well, these members may join the 'Ontario 400' Jurisdictional Lodge. See Section 36B of the Constitution of the Rebekah Assembly. All non-contributing members of a Lodge that is closing will become non-contributing members of the Ontario 400' Jurisdictional Lodge.

Clause 84. - Void

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Clause 85. - Void

Clause 86. - Any member of the Rebekah lodge who wishes to resign membership and if free from all indebtedness to the lodge, and free from all charges of unworthy conduct, shall have the right to sever his or her membership from the lodge by tendering his or her resignation in writing. The resignation takes effect from the time it is presented at a regular meeting of the lodge. A member so resigning is entitled to receive upon payment of the fee prescribed by the lodge a Certificate of Resignation, signed by the Secretary, and under the seal of the lodge, and showing his or her former connection with the lodge and his or her rank therein.

DISMISSAL CERTIFICATE

Clause 87. - This lodge shall grant, upon written application therefore, a dismissal certificate to a member who is under suspension for non-payment of dues upon payment of the fee of One Dollar and Twenty-five cents (\$1.25) plus Ontario Sales Tax.

BALLOT

Clause 88. - ⁽²⁰⁰⁷⁾ Save as hereinafter provided, an Individual ballot shall be taken on all applications immediately upon presentation of the report of the Committee on Character (whether this report be favourable or unfavourable) and if a majority of white balls be found, the candidate shall be accepted. If a majority of black balls appear, the candidate shall be rejected but upon the intimation of the Vice Grand that the ballot is unfavourable, the Noble Grand may immediately call for a retake to verify the ballot and guard against errors. When more than one application for membership shall be before any lodge for action at the same meeting, a collective ballot may be taken upon all such applications; but should three or more black balls appear in said collective ballot, then said collective ballot shall be void, and a separate ballot shall be taken upon each application. **(Code of General Laws Chapter VIII, Part A, Article VIII, Sec. 3 B).**

All members present and who are entitled to vote must vote unless excused by the lodge. **Code of General Laws - Chapter IV, Section 1 E(2).**

Clause 89. - Before proceeding to ballot for candidates for membership, the Warden shall prepare the ballot box under instructions from the Noble Grand, who shall inspect same, after which it shall be placed on a pedestal in the center of the floor in full view of the Noble Grand. The Warden and Conductor shall take a position at least three feet away from the ballot box and face the Vice Grand. The Noble Grand will then announce, - "We are about to ballot on the application of.....(naming applicant), white balls elect to membership and black balls or cubes reject, be careful how you ballot and ballot for the good of the order. Visitors will remain seated."

⁽²⁰⁰⁹⁾ The Noble Grand will then call up the members of the lodge and ask for quietness during the balloting, and then proceed to the ballot box to cast her/his ballot followed by the Vice Grand and the Musician; the Right Supporters of the Noble Grand and Vice Grand taking the vacant chairs. When they resume their chairs the members shall proceed to ballot, led by the Right and Left Supporters of the Noble Grand, who shall march down each side of the room (the members falling in line) to the end of the room, across to the Vice Grand's station, then alternately, in single file up the center of the room, where they shall select and cast their ballot, the Warden and Conductor permitting only one at time to pass to the ballot box, then march left and right to their respective places. All members of the lodge shall remain standing until the Noble Grand declares the ballot closed and seats the members.

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When all have balloted, the result then shall have been inspected by the Noble Grand. The Warden shall proceed with the ballot box to the chair of the Vice Grand, who having examined same, shall announce the ballot favourable or unfavourable, as the case may be, and the Noble Grand shall declare the result, after which the Vice Grand shall destroy the ballot.

Clause 90. - If any member of this lodge shall disclose the rejection of a candidate for admission, either by initiation, card, certificate or reinstatement, he or she shall after due trial in accordance with this Constitution be subject to expulsion, or suspension, and whenever such rejection occurs, this clause shall be read to the lodge.

RECONSIDERATION OF UNFAVOURABLE BALLOT

Clause 91. - When all the members who shall have cast black balls against an applicant for membership shall voluntarily join in a motion for reconsideration of the ballot, the same may be reconsidered, and in such case the vote on reconsideration shall be by ball ballot, and if all the votes cast are in favour of reconsideration, the reconsideration shall be had, whereupon the application shall lie over until the succeeding meeting, when another ballot shall be had with ball ballots, and if the same is unanimously in favour of the applicant, he or she shall thereby be elected; but if one or more black balls appear the applicant shall be rejected. No more than one reconsideration shall be had, and such reconsideration shall occur within four meetings next succeeding the rejection.

Clause 92. - The Junior Past Noble Grand and Financial Secretary, previous to the admission of a candidate, shall retire and propound the prescribed questions to the candidates, enter their answers thereto, require them to sign the Question Book, attested by the signature of the Financial Secretary.

Clause 93. - Any candidate failing to attend for admission to membership within thirteen weeks after being notified by the Secretary of her or his election, and when to appear for admission, must be again proposed and balloted for as in the case of a new candidate, accompanied by the required fee.

Clause 94. - In any case where a candidate for membership has been elected but prior to admission, the lodge becomes satisfied that such candidate is unworthy, it shall be competent for the lodge to annul such election, and declare it void, by a vote of two-thirds of the members present and voting. A new ballot must then be taken on the report of the committee.

Clause 95. - No candidate for membership, who has been rejected in any Rebekah lodge, shall again be proposed in any lodge until at least six months after such rejection.

Clause 96. - ⁽²⁰¹⁷⁾ Deleted

VOTING

Clause 97. - No member can speak or vote unless clothed in appropriate regalia. Voting upon admission or reinstatement, or upon sustaining charges, or the infliction of any form of penalty, after trial and conviction, shall be by ball ballot. When electing officers, or representatives to the Assembly, or of committees which are to be elected, the vote shall be by paper ballot, except where the election is by acclamation. Voting in all other cases shall be by voice - "yes" or "no". A standing vote may be taken and any two members may call for the yeas or nays which shall be taken by the Secretary calling the names of the members present, the members voting audibly as their names are called,

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said votes being recorded by the Secretary. (**Code of General Laws - Chapter VIII Part A, Article VIII Sec. 3 A,B,C,D, and Chap. VIII Part B, Sec. 6 B.**)

CONTRACT

Clause 98. - Every member shall sign the Members' Register of a lodge on his or her admission thereto, thus completing his or her contract of membership, and every member shall be subject to the Constitution and By-laws of the lodge, and all the laws, rules and regulations of the Rebekah Assembly, the Grand Lodge and Sovereign Grand Lodge.

JURISDICTION

Clause 99. - ⁽²⁰⁰⁹⁾Deleted.

RELIEF IN SPECIAL CASES

Clause 100. - Whenever it may become known that any member of this lodge has been reduced to a state of pecuniary distress the case shall be referred to the Benevolent Committee, whose duty it shall be to examine into same, and in the case of emergency between lodge meetings, such committee may expend a sum not exceeding Twenty-Five (\$25.00) Dollars, making a full report thereon at the next regular meeting together with a recommendation for further relief if deemed necessary, when it shall be competent for the lodge by a vote of not less than two-thirds of the members present and voting, to grant any sum not exceeding Twenty-Five (\$25.00) Dollars during any one financial term of the lodge from the General Fund, and if further relief is required the lodge may give from its Benevolent fund or other appropriate fund by a two-thirds vote of its members present and voting.

Clause 101. - When a member of a distant lodge applies for relief on presentation of his or her Official Certificate, the case shall be referred to the Benevolent Committee, which shall make such enquiries as they consider necessary, and if approved, they may if an emergency exists expend a sum not exceeding Twenty-Five (\$25.00) Dollars and shall report the same at the next regular meeting, together with a recommendation for further assistance if necessary, when such further sum may be granted by a two-thirds vote of the members present and voting but such sum shall not exceed Twenty-Five (\$25.00) Dollars from the Contingent Fund or other appropriate fund during any financial term, but if further relief is required, same may be granted from the contingent Fund or other appropriate fund by a two-thirds vote of the members present and voting.

DISABILITIES

Clause 102. - All pecuniary penalties imposed by this Constitution, or by the By-laws or resolutions of the lodge, against any officer or member of this lodge for neglect of duty, shall be charged against such officer or member by the Financial Secretary.

Clause 103. - No member shall be held to be in good standing while under charges duly preferred.

Clause 104. - No member shall be permitted to appear in lodge while under suspension, except for the purpose of answering charges duly preferred.

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Clause 105. - Void.

Clause 106. - ⁽²⁰¹³⁾Void

SUSPENSION FOR NON PAYMENT OF DUES

Clause 107. - ⁽²⁰¹²⁾Any member of a Rebekah Lodge whose dues have not been paid for twelve months after the due date, shall be reported to the Lodge by the Financial Secretary, and after a lapse of thirty days therefrom, and subject to the provisions of this clause of the Constitution of Rebekah Lodges, may be suspended for non-payment of dues.

⁽²⁰¹²⁾No member of a Rebekah Lodge shall be suspended for non payment of dues unless at least thirty days' notice of the proposed suspension, including a statement of arrears of dues, has been given, which notice may be either printed or written, and delivered, or by registered post, prepaid, sent to the member, or left at his or her last known place of abode or of business. This action shall be reported to the lodge by the Financial Secretary, and on such report the member may be suspended for non payment of dues by affirmative action of the lodge, provided that a member under suspension for any cause other than non payment of dues shall not be suspended from membership for non payment of dues until the expiration of the term of suspension for cause. A return of such proceeding shall be made by the Financial Secretary and a record thereof entered upon the minutes. When a member is suspended for non payment of dues the Secretary shall notify him or her, by letter, of such suspension. No member shall be permitted to appear in lodge while under suspension.

Clause 108. - It is one of the principles of this Order that a person once affiliated with it may by reason of non payment of dues, be deprived of the privileges provided for members in good standing, without finally ceasing membership.

FUNDS

Clause 109. - This lodge shall have a General Fund, and it may provide by By-law for a Contingent Fund, Expense Fund, a Social Fund, a Mite Fund (flowers or delicacies for the sick), a Special Benevolent Fund, and where the Lodge is not operating as a unit of local committee, a Humanitarian Service Programme fund and other funds for any special purpose authorized by the Code of General Laws.

GENERAL FUND

Clause 110. - ⁽²⁰⁰⁴⁾ The General Fund shall consist of all moneys at its credit at the adoption of this Constitution and all moneys hereafter received, on account of fees, dues, rents, cards, certificates, interest from investment of moneys belonging to such fund, and all donations and bequests thereto, or from the sale of any property of the lodge, except moneys received from the sale of a Lodge Hall and land, which goes directly to Grand Lodge.

CONTINGENT FUND

Clause 111. - The Contingent Fund shall consist of all moneys belonging thereto at the adoption of this Constitution and all special collections for, or contributions to, such fund, and, if provided for by By-laws, not exceeding twenty-five percent of all dues to be credited at the close of each financial term. This fund shall be used for such purposes of the Order as are permitted by Sovereign Grand Lodge laws relating to Contingent Funds

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SPECIAL BENEVOLENT FUND

Clause 112. - The Special Benevolent Fund shall consist of all moneys to its credit at the adoption of this Constitution, and all special collections for, or contributions thereto. The fund may be used for the relief of a member or for distress outside of the Order, or for some worthy charity, or for any purpose calculated to emphasize the broad spirit and general principles of Odd Fellowship.

HUMANITARIAN SERVICES PROGRAMME

Clause 113. (a) - Each Odd Fellow Lodge, Rebekah Lodge, Encampment, Canton, and Ladies Encampment Auxiliary, herein referred to as Subordinate Bodies, may participate in a given locality and form a Local Committee for the Humanitarian Services Programme.

(b) - Any interested member may attend any of these meetings.

INVESTMENT OF FUNDS

Clause 114. - Such money in the possession of the lodge as may not be required for immediate use, may be invested in securities of the Government of Canada, or of any of the Provinces of Canada, or in mortgages which are a first charge on lands held in fee simple, or in debentures of some municipality, or incorporated loan company in Canada or by deposit in some chartered bank or loan company in Ontario, or the lodge may invest its funds in land and buildings where the same are to be used in whole or in part, for the purpose of a meeting place; provided that in no case shall any portion of a building in which lodge funds are invested be used for the carrying on of a traffic in intoxicating liquors; and in no case shall lodge funds be loaned to members of the order; nor shall they be loaned to individuals on personal security, or invested in private enterprises of any kind.

Clause 115. - The Committee of the Grand Lodge of Ontario on Investment of Lodge Funds shall have power to deal with all investments of lodge funds that provide for the purchase or disposal of real estate. No By-law of a Rebekah lodge dealing with investment in real estate shall be valid until it has received the approval of this committee.

EXPENDITURES OF FUNDS

Clause 116. - General Fund. - No motion for the expenditure of moneys of this lodge for real estate, building, furniture or regalia, nor any motion for the expenditure for any other purposes, of any sum exceeding one Hundred Dollars (\$100.00), except for the paying of working expenses, shall be put to the lodge, unless notice thereof shall have been given at one regular meeting immediately preceding that upon which such motion is announced to be made.

Clause 117. - Expenditures from the Contingent Fund must be made only in compliance with the law as set forth in the Code of General Laws, Chapter XXII, Section 2 C(2).

DISPENSATIONS

Clause 118. - Dispensations for social events are only issued by the District Deputy President. All other requests for Dispensations to be referred to the President. **(See Section 29, 30 and 31 of the Constitution of the Rebekah Assembly of Ontario).**

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Clause 119. - Each request for a dispensation must be submitted on the form provided by the Rebekah Assembly. Each request for dispensation must state occasion, purpose and date for which it is sought.

REFRESHMENTS

clause 120. - All spirituous, vinous and malt liquors shall be excluded from the lodge room and ante rooms when under the control of the lodge. (**See Code of General Laws, Chapter XXXVIII, Sec. 3 A**).

LOSS OF RITUALS

Clause 121. - A fine of Twenty-five (\$25.00) dollars shall be levied upon any lodge which loses a Ritual. The lodge shall collect the fine from the member or officer responsible for the safe keeping of said Ritual; said fine to be placed in the funds of the Assembly. If the ritual is found and returned to the lodge, upon proper proof the lodge shall be entitled to a refund the fine from the Rebekah Assembly and shall refund same to the member who originally paid the fine.

⁽²⁰⁰⁹⁾ **Clause 122 to 146 inclusive.** - **Penal Offenses and Trials (See Code of General Laws, Chapter XXXVIII pages 1 to 11)**

REGALIA AND JEWELS

Clause 147. - The regalia and jewels for officers of Rebekah lodges shall be as follows, to wit:

Each collar shall not exceed three inches in width; each baldric shall not exceed three and one half inches in width; and each jewel shall be of silver or silver-plated, circular in form, and one and one-eighth inches in diameter, with design hereinafter specified engraved or stamped on one side, and with the other side plain. Collars may be worn in lieu of sashes or baldrics.

For the Noble Grand: Regalia, a collar with pink center and green edges, trimmed with silver lace and fringe, jewel, with representation or figure of "Rebekah at the well," and underneath, the word "Fidelity." For the Vice Grand: Regalia a collar with green center and pink edges trimmed with silver lace and fringe; jewel, same as Noble Grand, with representation or figures of Ruth and Naomi, and underneath the word "Industry."

For the Secretary: Regalia, a collar with pink center and green edges, trimmed with silver lace; jewel, with a representation or figure of a pen, and underneath the word "Deborah."

For the Financial Secretary: Regalia, the same collar and jewel as the Secretary's except that the word "Deborah," shall be omitted from the jewel.

For the Treasurer: Regalia, a collar with green center and pink edges, trimmed with silver lace; jewel with the representation or a figure of a key and underneath, the word "Trust."

For the Warden: Regalia, a baldric, with upper side green and lower side pink, with three rows of silver lace, one on each edge and one along the center, the lowest edge to be trimmed with silver fringe; jewel with representation or figure of a bar and axe crossed, and underneath the word "Hope."

For the Conductor: Regalia, same as Warden's in shape and colour, with row of silver lace around inner edge; jewel with representation or figure of two wands crossed, and underneath, the word "Safety."

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For the Inside Guardian: Regalia, a baldric the same as wardens; jewel, with representation or figure of a shield crossed by a spear, and underneath the word "Prove."

For the Outside Guardian: Regalia, a baldric same as Conductor's, except that the row of silver lace shall be on the outside, none in the center; jewel, same as Inside Guardian's, except that the word shall be "Vigilance."

For the Chaplain: Regalia, a white baldric, with silver lace on each edge, the front to be ornamented with pink roses and green leaves; jewel, with representation or figure of a Bible.

For the Musician: Regalia, a baldric with pink center and green edges, trimmed with silver lace; jewel, with representation or a figure of a lyre, with the word "Music" undemeath.

For the Supporters to the Noble Grand: Regalia, a baldric with pink center and green edges, trimmed with two rows of silver lace; jewel, the same as the jewel for the Noble Grand except that the word "Fidelity" shall be replaced by the letters "R.S.N.G." and "L.S.N.G." respectively.

For the Supporters to the Vice Grand: Regalia, a baldric with green center and pink edges, trimmed with two rows of silver lace; jewel, the same as the jewel for the Vice Grand, except that the word "Industry" shall be replaced by the letters "R.S.V.G." and "L.S.V.G." respectively.

For the Colour Bearer: Regalia, a ribbon collar with pink center and green edge - crossed flags embroidered or appliqued on collar.

For each Past Noble Grand: Regalia, a collar the same as the Noble Grand's in shape and colour, except that the lace and fringe shall be of gold instead of silver; jewel, a five-pointed star of white metal, one and one-half inches in diameter. The use of the jewel shall be optional to all but the Junior Past Noble Grand.

All the foregoing shall apply to all officers and Past Noble Grands, irrespective of sex.

⁽²⁰⁰⁹⁾ Odd Fellow Members who are not officers or Past Noble Grands may wear the regalia they are entitled to wear in an Odd Fellows lodge.

⁽²⁰⁰⁹⁾ Sisters and brothers, who are not officers or Past Noble Grands, shall wear badges or collars of pink and green, not exceeding three inches in width.

⁽²⁰⁰⁹⁾ A chain collar may be worn as regalia provided such metal collar is backed with material in colour prescribed by the Code of General Laws for the Rebekah Branch of the order; or if said metal collar contains the prescribed colour, or colours, in enamel; or if the said metal collar contains emblems of the Branch of our order in which said collar is worn. All chain collars set forth in this section shall contain the Seal of the Sovereign Grand Lodge as provided in the Code of General Laws, Chapter XXVIII, Section 1 A, (c).

JEWELS

Clause 148. - Official Past Noble Grand Jewel: - The OFFICIAL Past Noble Grand Jewel shall be circular in design; one inch in diameter with four concave sides; circle to be 3/16 inch in diameter. In the center a 5/8 inch Star cut out surmounted with a white Dove on silver, pendant suspended from three links. Total length of links 7/8 inch; links and pendant engraved on one side only. This jewel may be worn by those entitled thereto, in lieu of membership regalia in any Rebekah lodge, or Rebekah Assembly. Past Noble Grand Jewels may be

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worn in lieu of regalia by Past Noble Grands while serving in official positions at installations.

Clause 149. - Rebekah Veteran Jewel: Of yellow metal, one and one-quarter inches in diameter. A round bar with pin is attached to the jewel by two chains of yellow metal, and between the chains is suspended the monogram V.R.D. The round bar is enameled pink and green. In the center of the jewel are the figures 15, in white enamel, surrounded by an olive wreath on dark ground. The outer edge of the jewel is finished with white enamel. The entire length, including the bar and chains, is two and one-quarter inches. The numerals on this jewel may be changed every five years, and on receipt of the jewel through the proper officers, accompanied by proof of continued membership, the Assembly Secretary is authorized to have this change made at a nominal charge.

Miniature Rebekah Veteran Jewel: This jewel shall be of yellow metal, the design to be the same as the Veteran Jewel; seven-eighths inches in diameter. The entire design, including bar and chains, shall be one and one-half inches.

REBEKAH VETERAN JEWEL, WHO ENTITLED TO WEAR

Clause 150. - ⁽²⁰⁰⁹⁾ Any member of the Rebekah Degree, who has been a member of the Order for fifteen consecutive years, and is in good standing, shall be entitled to wear a Jewel, to be designated the Rebekah Veteran Jewel, I.O.O.F. This jewel may be worn in lieu of regalia when the member is not occupying any official station. When a qualified member shall be the owner of a Veteran Jewel that has been acquired by virtue of a gift, bequest or inheritance of deceased former owner, said member may wear said jewel in lieu of one purchased from Sovereign Grand Lodge provided satisfactory evidence is given that the jewel has been thus obtained. A fee of one (\$1.00) Dollar shall be paid to the Assembly Secretary to cover legitimate cost of transferring and recording. **Code of General Laws-Chapter XXVII, Sec. 3, B(2).** A non-continuous membership jewel is authorized for members of Rebekah lodges for fifteen or more years in a Rebekah lodge even though not continuous. (**See Code of General Laws, Chapter XXVIII, Section 3 B (2)(5).**)

DECORATION OF CHIVALRY FOR REBEKAHS

Clause 151. Deleted 2004

Clause 152. - Deleted 2004

**DISTRICT DEPUTY PRESIDENT
AND PAST DISTRICT DEPUTY PRESIDENT JEWEL**

Clause 153. - A jewel consisting of a hanger and pendant, the hanger to be of yellow metal, with the words "Rebekah Assembly" in raised letters; the pendant also to be of yellow metal, with the moon and seven stars in the upper left-hand corner, the bee-hive in the upper right-hand corner, the lily in the lower right-hand, and the dove in the lower left-hand corner, and the three links in the center. The District Deputy President jewel has the initial 'D' between the moon and seven stars and the dove on the left, the initial 'D' between the beehive and lily on the right, and the initial 'P' between the dove and the lily at the bottom. The Past District Deputy President's jewel is identical to the District Deputy President except there is the initial 'P' between the moon and seven stars and the beehive at the top. Either jewel may be worn in lieu of regalia when not occupying any official position.

JEWELS THAT MAY BE WORN IN LIEU OF REGALIA

Clause 154. - ⁽²⁰⁰⁹⁾ When not occupying any official position, the following jewels may be worn in lieu of regalia,

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viz. Past Grand Master, Past Grand Patriarch, Past Grand Representative, Past President, Rebekah Veteran, Past Department Commander, Department Commander, Past President of Department Association, Past Grand, Official Past Noble Grand, Official Past President of Ladies Auxiliary Patriarch Militant, Veteran, Honourable Veteran, Past District Deputy Grand Master, Past District Deputy Grand Patriarch, Past District Deputy President, and Decoration of Chivalry; all jewels recognized by Sovereign Grand Lodge. The Rebekah jewels must be purchased through the Rebekah Assembly Secretary. **(See Code of General Laws, Chapter XXVIII, Section 3 A (2).)**

BY-LAWS

Clause 155. - Every lodge shall stand fully invested with the power to adopt from time to time, such By-laws and resolutions as may be deemed expedient, and to repeal or amend the same; provided they do not in anywise contravene any part of this Constitution or Rules of Order for Rebekah lodges, the Constitution and By-laws of the Rebekah Assembly and Grand Lodge of Ontario, or the laws, principles or customs of the Order. But no By-law shall become operative unless approved by the Rebekah Assembly or, in its recess, by its Committee on Laws of Rebekah Lodges.

Clause 156. - No motion to adopt, amend or repeal any By-law of the lodge shall be made unless notice thereof shall have been given at two regular meetings immediately preceding that upon which such motion is announced to be made; nor unless every member shall have been notified of the proposed motion and in the exact terms in which it is to come before the lodge. Such motion shall not prevail unless upon the final division thereon, two-thirds of the members present and voting shall vote in favour of it.

When a proposed amendment is, as above, legally before the lodge for consideration it shall be within the power of the lodge to alter or change said amendment in any manner considered expedient, provided that where the matter under consideration is the expenditure of money, or the fixing of salaries, no larger sum may be voted on than that mentioned in the notification sent out to the members. When an amendment is under consideration in a lodge, and when the consideration of such amendment is postponed to a meeting subsequent to the next regular meeting of the lodge, a notice of such postponement or adjournment must be sent to every member of the lodge at least one week prior to the date set for such further consideration. (It takes two regular meetings after the meeting in which notice of motion was given to adopt, amend or July 19, 2009 repeal By-laws, before said By-laws are before the lodge for action.)

Clause 157. - All such By-laws shall be immediately forwarded in triplicate to the Convener of By-law committee, authenticated by the seal of the lodge and the signature of the Noble Grand and Secretary; one copy to be retained by the Rebekah Assembly, one copy to be retained by the Convener of Committee on Rebekah Laws, and the other to be returned to the lodge; certified as approved or otherwise, as the case may be.

Clause 158. - In order to legally conduct the business of a lodge, it must have By-laws duly approved as aforementioned, for its government.

LODGES

Clause 159. - Whenever the word "lodge" occurs in this Constitution, it shall mean a lodge of the Order in regular session.

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NEW LODGES

Clause 160. - Immediately upon institution of a lodge, the Noble Grand should appoint a committee to prepare a set of By-laws, and at the same time should adopt By-laws of some other lodge to govern them until such time as the report of their By-law committee has been approved.

RULINGS OR INTERPRETATION OF THE LAW

Clause 161. - When a lodge or any member thereof wishes an interpretation of the law, the request for same must be sent by the lodge, through the Secretary, attested by the Noble Grand and under seal of the lodge, to the President of the Rebekah Assembly, and by her to the Grand Master of the Grand Lodge of Ontario for his decision. The decision of the Grand Master will be forwarded to the lodge by the President of the Rebekah Assembly.

APPEALS

Clause 162. - Any member dissatisfied with the action of the lodge, may appeal therefrom to the Grand Master of Grand Lodge through the President of the Rebekah Assembly. The appeals above specified, shall in each case be taken within one month from the date of the action or decision appealed from, and such appeal shall be conducted in a manner similar to appeals respecting Trials.

REPEALING CLAUSE

Clause 163. - All constitutional laws, rules and resolutions heretofore enacted by the Grand Lodge of the Independent Order of Odd Fellows for Ontario, for the government of Rebekah lodges, are hereby repealed, and all By-laws, rules and regulations of any Rebekah lodge in conflict with this Constitution, are hereby declared null and void.

AMENDMENTS

Clause 164. - ⁽²⁰⁰¹⁾ This constitution and Rules of order for Rebekah lodges or any part thereof shall not be amended (except as provided by Rule No. XXIV), suspended or annulled, unless by action of the Grand Lodge of Ontario, and then only by two-thirds vote of the representatives present and voting. All legislation to be presented for the approval of Grand Lodge must be prepared in triplicate and delivered to the Grand Lodge Committee on Legislation not later than 4:00 PM on the Tuesday of Grand Lodge week.

RULES OF ORDER

Clause 165. -

Rule I. - As soon as the Presiding officer shall have taken the chair, the officers and members present shall take their respective stations. If desired, officers may form in the ante-room and march in, in their regalia, the Noble and Vice Grand being escorted to their stations, and after the opening address of the Noble Grand, the others will proceed to their respective stations, the members will remain standing until the officers are ready to be seated, when all will be seated at the same time. The lodge shall then be opened in regular form.

Rule II. - The Order of Procedure after the opening ceremonies shall be as follows, viz:

ORDER OF PROCEDURE

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(Portions in brackets are not to be read aloud)

1. Receiving Visitors.

2. a) Calling the Roll of Officers.

(Called by the Secretary and responded to by the Warden.)

2. b) Charter Draping. (As per ceremony adopted by the Rebekah Assembly.)

2. c) Installation of Officers (This order is to be used at installation after all requirements of Clause 27 of this Chapter have been met)

(Called by the Secretary and responded to by the Warden.)

3. Reading and disposing of Minutes of the last regular or any special meetings. (It is preferable to have the minutes read and disposed of rather than referred to the next meeting.) (Read by the Secretary and handed to the Noble Grand, who will say: "You have heard the Minutes, are there any errors or omissions?") (If any, will have same corrected.) ("Hearing none, I will declare them approved as read." (or corrected), and sign.).

4. Accounts received and referred to the Finance committee. (Secretary will read all accounts and hand them to the Noble Grand, who will ask the Finance Committee to come forward and audit them at the Secretary's desk and report under Standing Committees.)

5. Report of Committees on Character on all applications for membership by Initiation, Card, Certificate, Transfer, Associate Membership or Reinstatement. (All committees shall make their reports in the book provided by the Assembly, and the Secretary will read the report under this Order of Business and hand same to the Noble Grand. No motion is necessary to receive this report.)

6. Balloting for Candidates for Membership and Reinstatement. ⁽²⁰⁰⁹⁾ (The Noble Grand will instruct the Warden to prepare the ballot, and bring it to her for inspection; after inspection the Warden will place the ballot box on a pedestal or altar in the center of the room; if the latter, the Conductor will remove the Bible or place it where the ballot box will not interfere with it; when all is in position the Warden and Conductor will stand at least three feet away from the ballot box, facing the Vice Grand; the Noble Grand will then announce: "We are about to ballot on the application of..... (naming applicant or applicants), white balls elect and black balls or cubes reject; be careful how you ballot, and ballot for the good of the order. Visitors will remain seated." if there is more than one applicant, a collective ballot may be taken . The Noble Grand will then call up the members of the lodge, and ask for quietness during balloting, and then proceed to the ballot box to cast her ballot, followed by the Vice Grand and Musician. The Right Supporters of the Noble and Vice Grand taking their places until their return, when supporters of the Noble Grand will lead off right and left, followed by officers and members, down each side of the room to the end, across to the Vice Grand's station, then alternately, in single file up the center of the room, where they will select and cast their ballot, the Warden and Conductor permitting only one at a time to pass them to the ballot box, Then right or left to sides of the room and back to their places. All members of the lodge will remain standing until the Noble Grand declares the ballot closed and seats the members. When ballot is closed, the Warden shall take the ballot box to the Noble Grand for inspection, and thence to the Vice Grand, when the Noble Grand will ask the Vice Grand, "How do you find the ballot?" The Vice Grand will respond, "favourable (or unfavourable as the case may be) to the applicant or applicants." The Noble Grand will then declare the result to the lodge. (When a collective ballot is unfavourable, it will be necessary to take an individual ballot on each application.) After the Noble Grand has declared the result of the ballot,

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she will ask the Vice Grand to destroy the ballot. For reconsideration of an unfavourable ballot, see Clause 91 of the Constitution.

Balloting can only take place at a regular meeting.

7. **The Junior Past Noble Grand will retire and propound the necessary questions and the Financial Secretary will retire and collect the dues (at least one-half year's dues.)** (When they re-enter they will report and return to their stations.)
8. **Report of Visiting Committee.** (At the conclusion of the report the Noble Grand will ask, "Does anyone know of a member who is ill?")
9. **Reports of Standing Committees,** Finance Committee, Property Committee, Covenant Committee, Membership committee, Benevolent Committee, District Committee and a Humanitarian Services Programme committee or representative on the local Humanitarian Services Programme committee. (Reports of the various committees received and action taken, if any required, on same.)
10. **Reports of all Special Committees.** (Special committees are those appointed from time to time by the Noble Grand or lodge.)
11. **Report of Officers.** (All officers will report on any work done by them between lodge meetings.)
12. **Reading and Consideration of Communications.** (Secretary will read the communications and then hand them over to the Noble Grand for presentation to the lodge and action thereon. When any communication does not require some action of the lodge the Noble Grand may say, "With the pleasure of the lodge we will receive this communication and place it on file," but should members wish action taken, they have the privilege to say so, and a motion, if duly seconded, will be placed before the lodge for action.)
13. **Admission by Card or Certificate, or by Reinstatement.** (according to Ritual, Pages 53,54 and 55.), **ADMISSION BY INITIATION** (regular ceremony.)
14. **Proposition for membership.** (When a member wishes to propose a name for membership either by Initiation, Card, Certificate, Reinstatement or Associate Membership, she or he must give one meeting's notice of the name and address of the applicant whose application will be presented at the next regular meeting of the lodge.) (Review Clause 79.)
15. **Receiving applications for membership or reinstatement.** (No application can be accepted un-less due notice of same has been received by the lodge, and the required Fee, Card or Certificate accompanies it. In an application by Transfer Certificate, the official certificate must accompany the application, showing dues paid at least two months in advance. A Committee on Character will be appointed on every application, two members appointed by the Noble Grand and one member appointed by the Vice Grand. Applications may only be received at regular meetings.)
16. **Unfinished business.** (Any business that may have been left over from previous meetings; second day/night of nominations.)
17. **New Business.** (Election of officers, and any other business that may legally be brought before the

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lodge.)

18. **Good and Welfare.** (The Noble Grand will ask, "Has any member anything to offer for the good of the Order?")
19. **Receipts of Meeting.** (The Financial Secretary will report on all receipts to the various funds and the total, and the Treasurer will report whether she has received same.)
20. **Closing the lodge.** (According to the Ritual.) (Retiring of Flag as per ceremony.) (Once the closing ceremony is started, no one may enter or retire from the lodge, nor can any other business be brought before the lodge. See Ritual.)

Rule III. - The presiding officer shall preserve order and decorum, and pronounce the decision of the lodge on all questions; may speak on points of order, in preference to other members; shall decide all points of order, subject to an appeal to the lodge by any two members, on which appeal no member shall speak more than once; and may vote on all questions decided by ballot. When a tie occurs on a vote by ballot, the question shall be decided in the negative. When the vote is not by ballot, the presiding officer shall have only a casting vote,

Rule IV. - Any member offering a motion must do so in writing, if a request to that effect is made by the Secretary, the presiding officer, or the lodge.

Rule V. - No question shall be put by the presiding officer, unless regularly moved and seconded; nor be open for consideration until so put, and when put, no other motion shall be receivable, unless it is a notion:

1. - To close the lodge;
2. - To lay on the table-
3. - To put the previous question,
4. - To postpone indefinitely;
5. - To postpone to a certain time;
6. - To refer; or
7. - To amend,

These several motions, if made shall have precedence in the order above stated, the first, second and third thereof shall be decided without debate.

Rule VI. - After the question shall have been stated by the Noble Grand, that officer shall ask, "Is the lodge ready for the question?" If no member rises to speak, the presiding officer shall rise to put the question, whereupon all debate shall cease.

Rule VII. - When the call for the previous question is moved and seconded, it shall be put at once in the following words, "Shall the question be now put?" If decided in the affirmative, the debate shall cease, and the chair shall put to vote all pending amendments in their proper order, and afterwards the original motion; if the call for the previous question is decided in the negative, the question shall be before the lodge as before.

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Rule VIII. - Any member may require the division of a question when the sense will admit of it.

Rule IX. - When a blank is to be filled, the question shall be first taken on the highest sum or number, or latest time proposed.

Rule X. - Any two members may call for the yeas and nays, which shall be taken by the Secretary calling the names of the members present, the members voting audibly as their names are so called.

Rule XI. - After any question, except that of indefinite postponement or the previous question, may have been decided, any two members having voted in the majority may, at the same or next regular meeting, move for a reconsideration thereof, but no discussion on the main question shall be allowed upon such motion. Any question decided by the lodge shall not again be brought before it, otherwise than by reconsideration as just provided for, unless notice thereof shall have been given at the meeting immediately preceding, and such notice shall not be received during the term in which the question has been decided.

Rule XII. - The presiding officer shall not make or second any motion, nor take part in any debate, while in the chair, except in case of appeal from the decision of the chair, or upon a point of order.

Rule XIII. - Every member entitled to speak shall have the privilege of speaking twice on any question, but not oftener, unless by permission of the presiding officer.

Rule XIV. - Any member intending to speak on a question shall rise and respectfully address the presiding officer as Noble Grand, keeping to the question and avoiding personalities; and should more than one member rise to speak at the same time, the presiding officer shall determine who is entitled to the floor.

Rule XV. - The presiding officer, or any member, may call a member to order while speaking; and in such case, the debate shall be forthwith suspended, and the member so called to order shall be seated until the point of order thus raised is determined, and shall not speak upon such point of order unless it is to make necessary explanation, or appeal from the decision of the chair.

Rule XVI. - In all cases where a member appeals from the decision of the chair, the following words shall be used: - "Noble Grand, I respectfully appeal from the decision of the chair to the lodge." The presiding officer shall make such explanation as may be necessary, and the lodge may discuss and shall decide the question. The Noble Grand shall put the question in the following words: - "Will the lodge sustain the decision of the chair?"

Rule XVII. - When a question has been postponed indefinitely it shall not be again introduced during the same or next succeeding meeting.

Rule XVIII. - Any member who may be called to order for manifestation of temper, or improper feeling, must apologize to the lodge, or to any aggrieved party, if required to do so by the presiding officer, and shall not speak again on the pending question, except to explain or apologize, unless specially permitted to do so by the presiding officer.

Rule XIX. - The lodge may, at any time, require all members present to vote upon any pending question, or may excuse any member or members from so doing.

Rule XX. - Visitors may address the lodge on receiving permission to that effect from the presiding officer.

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Rule XXI. - No person shall retire while the lodge is open, without permission of the presiding officer, nor enter or retire during the opening or closing ceremonies, or while a degree is being conferred.

Rule XXII. - No one shall cross the floor while a member is speaking, (never between the Noble Grand and the altar if there be one.) nor disturb another while addressing the chair, unless to rise on a point of order.

Rule XXIII. - A motion to suspend or alter the Order of Procedure, as contained in Rule II, for the remainder of a meeting, may, at any time, be carried by a vote of not less than two-thirds of the members present and voting thereon.

Rule XXIV. - These Rules, or any part thereof, shall not be amended, suspended or annulled (except in the cases provided for by Rule XXIII, and excepting also, that Rule II, may be permanently amended in the same manner as the By-laws) , unless by action of the Grand Lodge of Ontario.

Rule XXV. - All questions of order arising, and not provided for by these Rules, shall be decided in accordance with Canadian Parliamentary Practice as defined in Bourniot's manual of Procedure.

MODEL CODE OF BY-LAWS

FOR REBEKAH LODGES

(Note - This Model Code of By-laws is for the guidance of lodges in drafting their own set of By-laws in accordance with Clauses 155, 156, 157 and 158 of the Constitution. All by-laws must be in triplicate, signed by the Noble Grand and Secretary of the lodge, under seal of the lodge. Clauses 8, 9, 10, 11 and 12 are optional, if not desired, any one or all may be omitted. Other clauses may be added to meet the individual needs of the lodge, as long as they do not contravene the Laws of our Order. No by-laws are operative until approved by the Assembly Committee on By-Laws.)

Clause No. 1 - This Lodge shall be known as.....Rebekah Lodge No I. O. O. F., located in the (City, Town or Village) ofIn the County/Region ofand Province of Ontario.

Clause No 2 - The regular meetings shall be held on the days/nights of each month att(time) unless otherwise ordered by motion duly put and carried, at a previous regular meeting, in which event all members shall be notified of the change of time.

(If summer holidays are desired, add the following to the above clause, viz.:)

"During, the months of July and August of each year, the meetings of this lodge shall be discontinued, and the elective officers and Junior Past Noble Grand shall attend to all emergencies which may arise. These meetings shall not be deducted from the number of meetings required to constitute a term of office "

Clause No. 3 The Official and Financial term shall be annual.

MEMBERSHIP

Clause No. 4 Applications for membership by initiation shall be in the prescribed form, and shall be accompanied by the sum of (\$.....), which sum shall be placed to the credit of the candidate's initiation

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fee, provided he or she attend for admission within thirteen (13) weeks after acceptance, otherwise such deposit shall be placed to the credit of the Contingent Fund or other appropriate fund, but in the event of rejection, it shall be returned to the candidate (See Clause 66 of the Constitution of Rebekah Lodges Application for membership by deposit of card or certificate shall be in the prescribed form, and must be accompanied by the sum of (\$). (See Clause 68 of the Constitution of Rebekah Lodges.)

DUES

Clause No. 5 - ⁽²⁰¹⁰⁾ The dues payable by members of this Lodge, shall be not less than the amount prescribed by Sovereign Grand Lodge and shall be paid in advance semi-annually or annually. No motion shall be put, to increase dues, unless notice therefore shall be given at two regular meetings preceding that upon which such motion is made. Every member shall be notified of such intent. No member shall be entitled to the password, who has not paid such dues. (See Clause 67 of the Constitution)

FUNDS

Clause No. 6 - This lodge shall have a General Fund, (See Clause 109 of the Constitution), and may provide by By-law for a Contingent Fund, Social Fund, Mite Fund, Special Benevolent Fund, Humanitarian Service Programme Fund, or any other special fund not otherwise provided for. (These last five funds are optional.)

GENERAL FUND

Clause No. 7 - This fund shall consist of all moneys at its credit at the adoption of these By-laws, and all moneys hereafter received on account of fees, dues, rents, cards, certificates, interest from investment of moneys belonging to said fund or from the sale of any property of the lodge, and all donations and bequests thereto. (See Clause 110 of the Constitution of Rebekah Lodges.)

CONTINGENT FUND

Clause No. 8 - This fund shall consist of all moneys belonging thereto at the adoption of these By-laws, and all special collections for or contributions to said fund, and at the end of each financial term per cent, (..... %) of all dues received during said term. This fund shall be used only for purposes of the Order. (See Clause 111 of the Constitution of Rebekah Lodges.)

SOCIAL FUND

Clause No. 9 - This fund shall consist of all moneys belonging thereto at the adoption of these By-laws, and each member except non-resident members, shall pay cents per quarter into said fund. This fund shall be used for the entertainment of the members as the lodge may direct.

BENEVOLENT FUND

Clause No. 10 - ⁽¹⁹⁹⁷⁾ The Benevolent Fund shall consist of all moneys to its credit at the adoption of these By-laws, and all special collections for, or contributions to such fund.

This fund may be used for the relief of members in distress or for charitable purposes outside of the Order, or for any purpose calculated to emphasize the broad spirit and general principles of Odd Fellowship.

HUMANITARIAN SERVICE PROGRAMME FUND

Clause No. 11 - This fund shall consist of all moneys at its credit at the adoption of this By-law and all moneys received for said purpose or donations thereto. Dues as prescribed by Grand Lodge shall be sent to the Central Committee annually, and the balance on hand shall be transmitted to the local committee on or before the first day of April in each and every year.

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MITE FUND

Clause No. 12 - This fund shall consist of all moneys belonging thereto at the adoption of these By-laws and all assessments and contributions which may be placed in the mite box from time to time, or any special donations thereto. This Mite Fund is to be used for the purchase of flowers or delicacies to be distributed to the sick members of this lodge or Order, the distribution to be under the supervision of the Vice Grand, who shall render a monthly account of expenses incurred.

(2011)

OFFICIAL CERTIFICATE

(13) ⁽²⁰¹¹⁾ The Financial Secretary shall issue an official certificate to every member, on payment of his or her dues. The Financial Secretary shall also issue an official certificate to every Non-Contributing member at the first meeting of each annual term

AMENDMENTS

Clause No. 14 - No motion to repeal, suspend or amend these By-laws, or any part of them, shall be put to vote unless a notice of such amendment in the exact terms proposed, shall have been mailed to the last known address of every unsuspended member, nor until the same shall have been read in lodge at three consecutive regular meetings by the sponsor or someone on his or her behalf, nor shall the consideration of, or voting upon, any such motion, be postponed after third reading, unless by a majority vote of the lodge, nor shall such motion be declared to prevail, unless upon the final division thereon, two-thirds of the members present and voting shall vote in favour of it. (**Code of General Laws Chap. VIII, Sec.16.**)

ADOPTION

Clause No. 15 - The adoption of these By-laws, and their approval by the Committee on Laws, shall constitute them the sole By-laws governing Rebekah Lodge No. I. O. O. F. And said adoption does hereby repeal, cancel and annul all former by-laws.

ADOPTED

The foregoing By-laws were regularly adopted by..... Rebekah Lodge No. I. O. O. F., on the day of in the year

(Signed)

..... Noble Grand

(Seal of Lodge.)

..... Secretary

FORM TO BE USED FOR AMENDMENTS

Amendment to By-laws of Rebekah Lodge No., I. O. O. F., located in the of in the County/Region of and Province of Ontario

Amend Clause No..... by striking, out the words, “.....” and inserting in lieu thereof the words, “.....” Clause No. will then read as follows, viz.: (Give clause in full as amended.)

Amend Clause No. by adding the following thereto, viz.:

“.....” The clause will then read as follows, viz.: (Give clause in full as amended.)

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or

Amend By-laws by striking out Clause No. and inserting in lieu thereof the following, viz.: (Give new clause in full.)

ADOPTION

The foregoing amendment (or amendments) to Clause No. (or Clause Nos.) of our By-laws were regularly adopted by Rebekah Lodge No.I. O. O. F., on the of in the year

(Signed)

..... Noble Grand

(Seal of Lodge.)

..... Secretary

(The date of adoption of By-laws, or amendments to By-laws must be given, and same be signed as correct by the Noble Grand and Secretary under the seal of the lodge.)

**MODEL CODE OF BY-LAWS
FOR DISTRICT ASSOCIATIONS**

TITLE

Clause No. I - This District Association shall be known as..... Rebekah District Association No. of the Jurisdiction of the Rebekah Assembly of Ontario, and shall have all the powers and privileges permitted by the laws of the aforesaid jurisdiction.

MEMBERSHIP

Clause No. 2 - ⁽²⁰⁰⁴⁾ This District Association shall be composed of Past Noble Grands and/or Past Grands in good standing in their respective lodges. The District representatives shall be two Past Noble Grands, in good standing, from each Rebekah lodge in the District.

⁽²⁰⁰⁴⁾ In the event of the elected representative to the District Association being unable to attend a District Meeting, and no regular lodge meeting intervening, the Noble Grand shall have the power to appoint a qualified Past Noble Grand or Noble Grand to officiate for the representative for said meeting, who shall be given a credential to that effect signed by the Noble Grand and Secretary, and under the seal of the lodge.

VISITORS

Clause No. 3 - ⁽²⁰¹⁷⁾ Any Member in good standing in their respective lodge (the official certificate being the credential) may attend the District Association meeting as a visitors but the voting powers shall be confined to the legally elected representatives.

POWERS

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Clause No. 4 - This District Association shall draft a set of By-laws and rules for its own government, subject to the approval of the Committee on Laws for the Rebekah Assembly, the practice and procedures of the Rebekah Assembly shall govern the practice and procedures of the District Association.

MEETINGS

Clause No. 5 - ⁽²⁰⁰¹⁾ The inaugural meeting shall be held as soon as possible after the close of the sessions of the Rebekah Assembly, but not later than the second week in June, in the home town of the District Deputy President unless otherwise provided for. This meeting shall be called and presided over by the newly appointed District Deputy President.

TRANSFER OF PROPERTIES

Clause No. 6 - ⁽²⁰¹⁶⁾ All moneys, books and papers or other property belonging to the District Association in the possession of the District Deputy President, or Secretary and Treasurer, shall be transmitted to the new District Deputy President, after the appointment in May not later than the 31st day of May in the current year, and by her handed over to the District Association at the Inaugural meeting.

Note. - The Sovereign Grand Lodge Laws do not permit a Rebekah District Association to be opened in the Rebekah Degree, nor to provide an installation ceremony for the installing of said Association officers. The secret work and exemplification of the Rebekah Degree must be given by and under control of a Rebekah Lodge at its regular or special meeting; under Good and Welfare, the lodge could hand the meeting over to the District Association, and when their programme was completed the meeting could be handed back to the lodge for the closing ceremonies.

⁽²⁰¹⁶⁾ The Annual Meeting shall take place not later than the second week in March, on a day and time selected by the District Deputy President. (See Clause 55 of the Constitution of Rebekah lodges.)

Special Meetings may be called by the District Deputy President, and must be called on request in writing of three Representatives and in either event each Representative shall receive one week's notice of time, place and purpose for which the meeting is called.

QUORUM

Clause No. 7 - A quorum shall consist of Representatives from the majority of Rebekah lodges comprising the District Association.

TERMS

Clause No. 8 - The term of the District Deputy President shall commence when she is appointed in the Assembly by the President and terminate when said President's term expires, unless by resignation or otherwise. The newly- appointed Deputy will call and preside at the Inaugural Meeting. The District Deputy President, at the expiration of her term, shall hand over to the incoming District Deputy President all tile books, papers, vouchers and moneys on hand or in the bank belonging to the District Association, together with a full report of the year's work.

OFFICERS

Clause No. 9 - The officers of the District Association shall be: Chairman, (the District Deputy President by virtue of her office); Secretary, Treasurer, or these two offices may be combined, Secretary-Treasurer.

In the absence of the District Deputy President from any meeting of the District Association, one of the Representatives shall be selected by open vote to officiate.

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The Secretary and Treasurer, or Secretary-Treasurer shall be elected from among the Representatives to the District Association.

COMMITTEES

Clause No. 10 - The following committees shall be appointed at the Inaugural Meeting of the District Association.

- (a) Finance, three Representatives
- (b) Entertainment, five Representatives
- (c) New Legislation, three Representatives
- (d) By-laws, three Representatives

DUTIES OF COMMITTEES SHALL BE AS FOLLOWS:

Clause No. 11 - *Finance*. To audit all accounts and books of the Secretary and Treasurer and at the end of the term to prepare and give a written report of the expenditures and receipts of moneys from lodges, entertainments and any other sources in their District, and balance on hand.

Entertainment. To take charge of all social events held under the auspices of the District Association,

New Legislation. To compile all new legislation enacted by the Rebekah Assembly, Grand Lodge or Sovereign Grand Lodge, and present to the District Association for their guidance

By-laws. To compile or amend District By-laws, to be presented to the District Association for approval, and by them forwarded to the Rebekah Assembly for their approval.

REPORT OF ASSOCIATION TO LODGES

Clause No. 12. - The representatives to the District Association shall present a report of each meeting, to their lodges at the next regular meeting thereof.

A printed or written report of the work of the District Association for the term shall be presented by the District Deputy President at the annual meeting, and a copy of same sent to every Rebekah lodge in the District, giving a full report of all receipts from whatsoever source, expenditures in detail, and balance on hand.

FINANCES

Clause No. 13. - Each lodge in the District shall pay sufficient funds to defray expenses of Installation of Officers and other expenses of the District Association.

⁽²⁰⁰¹⁾ The District Deputy President and District Representatives shall be paid mileage, by the nearest traveled route, at a rate determined by the District Association, out of District funds. The District Deputy President shall, on her official visits in September, March and December, if the Annual password is communicated in person, be paid her mileage, by the nearest traveled route, from the District Association. She shall not charge any lodge for her services.

RULING OF SOVEREIGN GRAND LODGE

Clause No 14 - A District Deputy President is not entitled to receive the Honours of the Degree in lodges

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over which she does not hold a commission.

District Deputy Presidents may receive the Honours of the Degree only in a Rebekah lodge or lodges in which they have been commissioned, and only when presenting, their Commissions for the first time and when installing the officers of the lodge or lodges for which they are commissioned, and when visiting Rebekah lodges officially.

A District Deputy President is an appointee of the President, and does not take precedence over present or past Grand Lodge or Assembly elective officers,

ORDER OF PROCEDURE

Clause No. 15. -

1. Opening, Lord's Prayer in unison.
2. Roll call of Officers and Representatives.
3. Reading and disposing of minutes of last or any special sessions.
4. Receiving accounts and action thereon.
5. Reports of Officers, Committees and District Representatives.
6. Reading and consideration of communications.
7. Unfinished business.
8. New Business.
9. Good and Welfare. Programme as may be arranged, but no Rebekah Ritualistic work can be exemplified, unless it is held under the auspices of a Rebekah lodge at a regular or special meeting.
10. Closing, National Anthem sung in unison

AMENDMENTS

Clause No. 16. - No motion to repeal, suspend or amend these By-laws, or any part thereof, except Clause 14 of these Model By-laws, shall be put to a vote unless notice of such amendment, in the exact terms proposed, shall have been handed to, or mailed to the list known address of every Representative of this District Association. The amendment shall be taken up at the next regular meeting of the Association, or a special meeting called for that purpose, but every member shall be notified of the time and place of the meeting at which said amendment shall come up for action. A two-thirds vote of the Representatives present and voting, shall be required to carry such amendment.

ADOPTION

Clause No. 17. - The adoption of these By-laws and their approval by the Rebekah Assembly, shall constitute them the sole By-laws governing Rebekah District Association No I. O. O. F., and said adoption does hereby repeal, cancel and annul all former By-laws.

The foregoing By-laws were regularly adopted by Rebekah District Association, No. I. O. O. F., located at Province of Ontario, on the day of in the year.....

Signed
District Deputy President

Signed
District Secretary

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