

BY-LAWS  
OF  
GARDEN CITY LODGE  
No. 616 A.F. & A.M., G.R.C.  
ST. CATHARINES, ONTARIO



**Revised June 2019**

**GARDEN CITY LODGE No. 616**  
**A.F. & A.M., G.R.C.**  
**BY-LAWS**

*Preamble:*

Order and regularity being essential to the preservation of that harmony which should at all times characterize Freemasons, the brethren of Garden City Lodge, No. 616 on the Register of the Grand Lodge of Ancient Free and Accepted Masons of Canada in the Province of Ontario do hereby repeal all former By-laws and enact as follows:

*Article 1:*      *Title and Warrant*

This Lodge shall be known as Garden City Lodge, A.F. & A.M., No. 616 G.R.C.

The Warrant of this Lodge is a Charter granted on the 18<sup>th</sup> day of July, 1923, by the Grand Lodge of Canada in the Province of Ontario.

*Article 2:*      *Allegiance*

This Lodge acknowledges the supremacy of the Grand Lodge of Canada in the Province of Ontario and will at all times pay respect and obedience to its laws, rules, orders, and regulations.

*Article 3:*      *Meetings*

This Lodge shall meet in the Masonic Memorial Hall, Court and Centre Streets, St. Catharines on the second Monday of each month, except, July and August, at the hour of 7:30 o'clock in the evening,

except the meeting in May which will meet at 5:30 o'clock in the evening;

In the event of a statutory holiday falling on the date of a regular meeting, then such meeting shall be called for fourth Monday of the month with such statutory holiday.

A Lodge of Emergency may be held as provided by the Constitution.

Article 4:      *Behavior in Lodge*

No member or visiting Brother shall disclose or make known by any means whatever, out of this Lodge, any of the proceedings, either at labor or refreshment, or any of the decisions or business of any kind transacted within the Lodge, unless required to do so by competent authority and for purposes authorized by the Constitution and the Landmarks of the Craft. No member or visitor shall presume, either at labor or refreshment, to make use of any profane, irreverent, disloyal, or improper expression or sentiment, or to introduce any conversation or remark tending to cause a difference of opinion on national, political, or religious beliefs.

No member or visiting Brother shall attend while intoxicated, inebriated or under the influence of any substance.

Any breach of this by-law will subject the offender to trial and to such punishment as the Lodge or any other competent authority may direct and have the power to inflict. On the initiation of a candidate and on the joining of every member the Worshipful Master shall cause this article to be read so that no Brother ever shall plead ignorance.

Article 5:      *Clothing*

Brethren shall at all times, when in the Lodge, appear in the proper Masonic clothing: dark business suit with a long tie or bow tie for brethren, and tuxedo with bow tie for the Officers. The Lodge will provide a supply of ties for borrowing in case a brother does not have one. For greater clarity 'western', 'bolo', ascots and cravats are not acceptable masonic clothing.

Aprons will be secured outside the jacket except for tails or cutaways (morning suit) where the apron is secured inside the tails.

Article 6:      *Voting*

All elections and other matters shall be decided by a majority of the members present at the meeting at which the same are dealt with, except as herein otherwise provided.

Article 7:      *Officers*

The Lodge shall elect, by written ballot, at the regular meeting in April of each year, the Worshipful Master, Senior Warden, Junior Warden, Treasurer and Secretary, by separate written ballots for the ensuing year, and then, by open vote, a Tyler, and Examining Board of three Installed Masters, and two Financial Examiners.

The Worshipful Master, on the night of Installation, shall appoint the Chaplain, Assistant Secretary, Assistant treasurer, Senior

Deacon, Junior Deacon, Inner Guard, Director of Ceremonies, Senior Steward, Junior Steward, the Organist, and a Historian.

The Installation of the W.M. and the investiture of the officers for the ensuing year shall take place at the regular meeting in May.

Article 8:        *Duties of Officers*

- a) W.M. – The duties of the Master are not fixed by law but are such as he agreed to on his installation, and as further provided by the Constitution.
- b) S.W. – In addition to the regular duties appertaining to this office, the Senior Warden shall keep an inventory of the jewels, paraphernalia, and furniture of the Lodge and generally see to their safekeeping.
- c) J.W. – In addition to the regular duties appertaining to his office, the Junior Warden shall attend to the necessary arrangements for refreshments, and shall ex-officio be chief of the Stewards.
- d) Chap. – The Chaplain shall pronounce the invocations and perform such other duties as the Master may direct.
- e) Treas. – The Treasurer shall receive from the Secretary all monies collected by him for the Lodge, shall deposit the same in a chartered bank or Credit Union, and shall pay all duly sanctioned bills, and money votes upon the order of the Master countersigned by the Secretary.
  - He shall preserve proper vouchers for all expenditures and keep a proper cash book in which all receipts and disbursements of the Lodge funds shall be regularly

entered in such a manner as to exhibit at any time the balance in his hands. The books shall be open to inspection by members of the Lodge at any time.

- He shall submit his accounts and vouchers in support thereof to the Financial Examiners annually for examination at least one week previous to the regular meeting in May.
- The cash, for which he may have to account, together with his books, vouchers and other property of the Lodge which may be in his possession, shall be delivered to his successor in office at installation, unless the Lodge shall then otherwise direct.
- If at any time there should be more money on hand than the exigencies of the Lodge require, he shall give notice to the Lodge so the surplus may be invested.

f) Sec'y. – The Secretary shall keep a faithful record of all the proceedings of the Lodge proper to be recorded, and shall preserve in proper order all papers and documents belonging to the Lodge.

- He shall keep a correct register of the members of the Lodge, showing their names, ages, occupations, addresses, the dates of their joining, initiation, passing, and raising, of their deaths or removal, and of their respective accounts with the Lodge, and shall keep an account showing all fees and dues received for and payable to Grand Lodge.

- He shall deliver to the Financial Examiners for examination his books and vouchers at the same time as the Treasurer's books and vouchers are submitted.
  - He shall sign all authorized certificates, affix the Lodge Seal when necessary, issue all notices and summons, countersign all orders, prepare and deliver to the Master in due season all returns required by the Grand Lodge, notify the members of every committee of their appointment and the nature of their duties, receive all monies paid by the members and others to the Lodge, pay the same to the Treasurer before the next regular meeting, and discharge all the customary duties appertaining to his office.
- g) Deacons – The Deacons shall attend the Master and Wardens to assist in opening the Lodge at the appointed time and in the ceremonies and otherwise as the Master and Wardens may direct.
- h) D. of C. – The Director of Ceremonies shall see that the Lodge is properly prepared, that all the brethren appear in the Lodge in the clothing prescribed by the Constitution, and that every Brother, when in Lodge or at refreshment, is stationed according to rank and office. He shall also act as Marshall on all public occasions.
- i) Organist – The Organist shall take part in the ceremonies of the Lodge as the Worshipful Master may direct.
- j) Inner Guard – The Inner Guard shall guard the interior of the Lodge, receive visitors, examine all candidates for admission, and give direction to the Tyler.

- k) Stewards – The Stewards, under the direction of the Junior Warden, shall see to the safe and careful storage of the jewels, paraphernalia, and furniture of the Lodge, and under the direction of the Junior Warden, shall have the arrangement and ordering of the refreshments.
- l) Tyler – The Tyler shall watch the exterior of the Lodge; see that all candidates for admission are properly prepared, that all Brethren register their names and are properly clothed, and that the furniture and ornaments of the Lodge are kept in good order and perform such other duties as the Lodge or its officers may direct.
- m) Historian – The Historian shall from time to time compile and preserve a record of all matters connected with the history of the Lodge, including the history of the pre-amalgamation Lodges.
- n) Assistant Secretary – The Assistant Secretary shall assist the Secretary in his duties as directed by the Worshipful Master.
- o) Assistant Treasurer – The Assistant Treasurer shall assist the Treasurer in his duties as directed by the Worshipful Master.
- p) The Junior Warden and Senior Warden, unless they are a Past Master, in addition to their duties shall prove their proficiency in the work of their office before being elected to a higher office. If there is no degree performed to enable them to prove their proficiency, it shall be exemplified.



Article 9:      *Petitions*

Every candidate for initiation or membership shall sign a petition in accordance with the prescribed form which shall be delivered to the Secretary and read by him at the next regular meeting of the Lodge. On being presented, it shall be placed in the hands of the Worshipful Master to be dealt with according to the Constitution of the Order and the By-laws of the Lodge. When the foregoing requirements are met, a ballot shall be taken.

No joining Brother shall be balloted for unless his Grand Lodge Certificate is produced, together with a certificate showing his standing from the last Lodge of which he was a member, or unless the absence of either or both these certificates is satisfactorily accounted for.

Article 10:      *Ballot*

No person shall be initiated in or admitted as a member of this Lodge, if on balloting, more than ONE black ball appears against him.

Should any candidate neglect to attend for initiation within six months after a favorable ballot he shall not be admitted without a new petition and ballot.

Article 11:      *Fees and Dues*

- a) The fee for Initiation and Registration (Master Mason Certificate) shall be Three Hundred and Fifty Dollars (\$350.00) which will include the current Book of Constitution, and a current copy of the lodge By-laws. Then upon completion of the third degree the candidate will also receive a Master Mason's Apron and a Book of the Work.

- b) The fee for Affiliation shall be Fifty Dollars (\$50.00).
- c) That the annual dues of each member shall be \$110.00 for the fiscal year 2016-2017 and shall be \$120.00 for the fiscal year 2017-2018 and shall be \$130.00 for the fiscal year 2018-2019 and beyond unless otherwise amended. The annual dues for each member who are eighty (80) years of age and over and who have at least fifteen (15) years of membership in Perfection Lodge shall be 50% of such dues in each fiscal period. The annual dues are payable in advance. The proportional dues (annual) for the initial fiscal year of membership on joining shall be one tenth (1/10) of the appropriate dues category for the current month and each succeeding month of the current fiscal year provided that the total of such proportional dues shall not exceed the amount of dues herein provided.”
- d) A member who neglects payment of his Lodge dues for a period of twelve months shall be notified in writing by the Secretary to pay the amount forthwith and if the arrears be not paid within three months, the Secretary shall bring the matter to the attention of the Master to be dealt with as the Constitution directs. The restoration of members suspended for non-payment of dues may be effected as provided by the Constitution.
- e) The fiscal year of the Lodge shall terminate on April 30<sup>th</sup> of each calendar year.
- f) Elected Officers for the ensuing year SHALL ensure that their dues for the ensuing year are fully paid prior to their installation and

the Secretary shall notify the Installing Officer accordingly prior to the meeting at which the Installations are held.

Article 12:     *Readmission of Members*

A member of this Lodge who has resigned may be readmitted only in accordance with Section 197 of the Constitution of Grand Lodge.

A member who has been expelled or suspended may be readmitted under terms as provided by the Constitution.

Article 13:     *Visitors*

No visitor shall speak to any question without permission of the Master, nor shall he on any occasion be permitted to vote.

While in attendance he shall be subject to the By-laws of the Lodge in the same manner and to the same extent as if he were a member thereof. All visiting brethren must be vouched for and sign the attendance register before they enter the Lodge.

Visitors shall be properly clothed as described in Article 5.

Article 14:     *Committees*

- a) A committee of General Purposes shall, subject to the approval of the Master, consist of the Senior Warden as Chairman, the Junior Deacon as Secretary and the other Officers and all Master Masons of this Lodge who are members thereof in good standing.

- The Committee shall meet at least five times per year. Five members of the Committee shall constitute a quorum.
  - The duties of this Committee are to advise on the management, business, and affairs of this Lodge and to deal with such matters as are referred to it by the Lodge or by the Worshipful Master.
  - All resolutions and transactions of this Committee shall be recorded in a minute book to be kept by the Secretary and such minutes shall be signed at each meeting by the Chairman.
  - The actions and recommendations for the Committee shall be communicated for approval by the Lodge at its next regular meeting, if so required.
  - All resolutions shall be confirmed by motion at the next regular communication of the lodge immediately following the meeting
- b) The Worshipful Master or the Lodge may create other special committees as may be deemed necessary from time to time for the better conduct of Lodge affairs.

Article 15:     *Financial Examiners*

The Financial Examiners shall examine all accounts referred to them, and annually shall examine the books and vouchers of the Treasurer and Secretary and report thereon to the Lodge on the day appointed for installation of the officers and prior to such installation.

Article 16:     *Expenditures*

With the exception of monies required for the payment of Grand Lodge dues and fees, and for the necessary operating expenses of the Lodge, no part of the general funds shall be expended without the approval of two-thirds of the members present at a regular meeting, nor until at least one month's notice of the intention to make such expenditure shall be given at a previous regular meeting, and such notice mentioned in the summons for the meeting at which the matter is to be considered.

Article 17: *Signing of By-laws*

Every candidate on his initiation, and every Brother on joining the Lodge, shall sign these By-laws (in the book of By-laws kept for that purpose by the Secretary) as a declaration of submission to them, and thereupon, he shall be presented with a copy thereof for his guidance and information.

Article 18:     *Contingencies*

It is recognized that the articles of these By-laws must be in harmony with the Book of Constitution and the active regulations of Grand Lodge. Should any contingency arise, not provided for in these By-laws, the Lodge shall be guided in its action by ancient Masonic usage, and in accordance with the Constitution of the Grand Lodge of Canada, in the Province of Ontario.

Article 19:     *Alterations to By-laws*

No alteration shall be made in these By-laws except after notice of a motion to that effect given in writing at a regular meeting of the Lodge. Every such notice shall be inserted in the minutes of the meeting at which it is given, and shall be set forth in the summons for the next regular meeting at which it shall be discussed. No such alteration shall come into force and effect until it shall have been sanctioned by a two-thirds vote of the members then present nor until it has been confirmed by the Grand Master.

These By-laws were read and adopted at a regular meeting of this Lodge held on June 10, 2019.

John Branderhorst, W.M.

Michael Locke, Sec'y.

Approved on behalf of the Grand Master on October 9, 2019

## RULES OF ORDER

1. No motion shall be open for discussion until moved and seconded and stated to the Lodge by the Master. The Master may require that any motion shall be submitted in writing.
2. All motions shall be decided by a majority of votes, unless otherwise provided. In case of a tie, the Master to have a second or casting vote.
3. The votes of the members shall be given by each holding out his right hand and shall be counted by the Master or deacons unless the numbers should be so unequal as to render counting unnecessary.
4. No brother shall speak twice on the same subject without permission of the Master, unless in explanation, or the mover in reply.
5. No visitor shall speak on any question without leave of the Master, nor shall he, on any occasion, be allowed to vote.
6. A brother desiring to speak or submit a motion shall rise and remain standing and respectfully addressing the Master, shall confine his remarks to the question and observe due order and decorum.
7. Whoever shall be so unmasonic as to hiss at a brother, or at what he has said, or to interrupt him except to call him to order, shall be reprimanded by the Master.
8. A motion to “lie on the table”, or “postpone” or to “commit” may, at any time, be made.

9. On a point of order being raised while a brother is speaking, or when called to order by his Master, he shall at once take his seat when the point of order shall be stated by the brother objecting, the Master shall decide thereupon without debate, when after having been set right the brother may proceed.
10. No amendment to a motion shall be in order after an amendment to an amendment, and no motion to amend shall be in order while two previous motions are under discussion, or indisposed of.
11. If the Master indicates a desire to speak while a brother is on the floor, that brother shall immediately sit down that the Master may be heard.
12. All brethren shall observe the first call of the Master's gavel.
13. A motion that has been declared lost cannot be renewed at the same meeting of the Lodge.

TYLER'S OBLIGATION

I, \_\_\_\_\_ do hereby and hereon solemnly and sincerely swear that I have been regularly initiated, passed and raised to the Sublime Degree of Master Mason in a just and legally constituted Lodge of such, that I do not stand suspended or expelled; and I know of no reason why I should not hold Masonic Communication with my brethren.



### ORDER OF BUSINESS

The arrangement of business is at the discretion of the Worshipful Master, but for convenience of reference the following tabular order is prepared and may be followed:

1. Reading and confirming of the minutes of the last regular and subsequent emergency meetings.
2. Reading correspondence.
3. Passing accounts.
4. Petitions and Affiliations.
5. Receiving reports.
6. General business.
7. Reading names of brethren twelve months in arrears.
8. Inquiry – Are any of the members ill or in distressed circumstances?
9. Balloting for Candidates.
10. Initiating, passing and raising.
11. Elections and Installations.
12. Announcements and upcoming events.