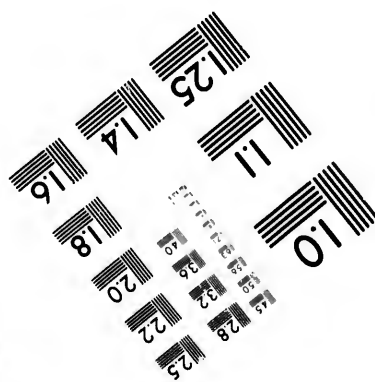
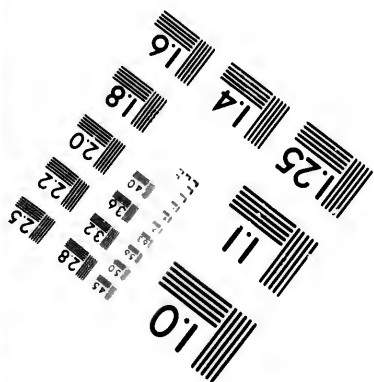
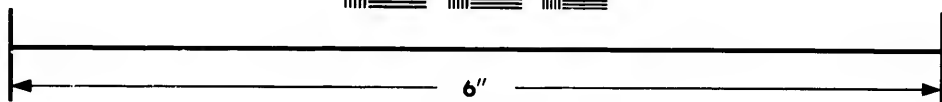
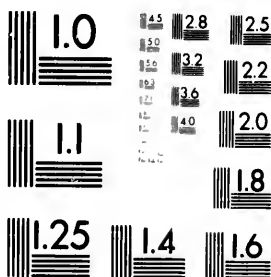


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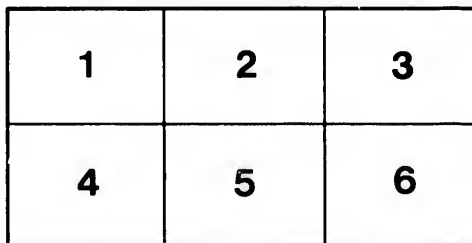
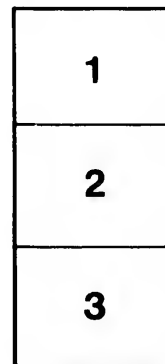
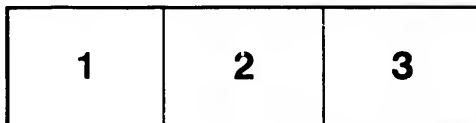
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CONSTITUTION, BY-LAWS

AND

RULES OF ORDER

OF

MYSTIC LODGE,

No. 18,

OF THE

Independent Order of Odd Fellows,

HALIFAX, N. S.



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RULES OF ORDER

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MYSTIC LODGE,

No. 18,

OF THE

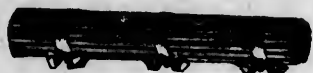
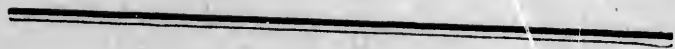
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†. Q. Q. F.

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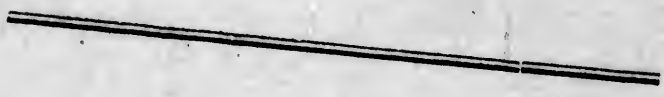
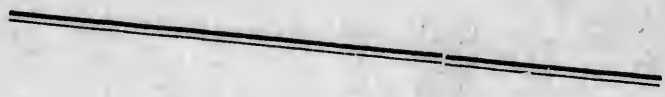
HALIFAX, N. S.,

1

This Certifies that Bro. ....  
was this evening admitted to membership in this Lodge.

N. G.

Attest.....Secretary.



# CONSTITUTION.

## PREAMBLE.

For the purpose of securing uniformity in the administration of the privileges, honors, and benefits of **ODD FELLOWSHIP** within this jurisdiction, the **GRAND LODGE OF THE INDEPENDENT ORDER OF ODD FELLOWS OF THE LOWER PROVINCES OF BRITISH NORTH AMERICA**, ordains the following Constitution for Subordinate Lodges under its jurisdiction :—

## ARTICLE I.

**SECTION 1.**—This Lodge shall consist of at least five Third Degree members, including one qualified to preside at its meetings, to be hailed and entitled Mystic Lodge, No. 18, Independent Order of Odd Fellows of the Lower Provinces of British North America, holding a legal, unreclaimed Charter, granted by the Grand Lodge of the Independent Order of Odd Fellows of the Lower Provinces of British North America. It cannot voluntarily surrender its charter, nor dissolve, so long as five of the members in good standing object thereto.

**SEC. 2.**—The objects of this Lodge shall be to raise from time to time a fund of fees, subscriptions, donations, or other payments as may be provided, for the purpose of relieving sick or distressed members or widows and orphans of deceased members ; assisting in defraying the expenses of funerals of deceased members, or their wives ; and for the *necessary* expenses for the general management of the Lodges of the Order. The place of meeting of this Lodge shall be Halifax, Nova Scotia.

## ARTICLE II.—OF MEMBERSHIP.

**SEC. 1.**—All candidates for *initiation* must be males, of the age of twenty-one years and upwards, of sound health, of good moral character, and industrious habits,

having some respectable known means of support, and who believe in the existence of a Supreme Being, the Creator and Preserver of the Universe. A person may be admitted to any Lodge in the county in which he resides; but all candidates for initiation must reside in this jurisdiction.

SEC. 2.—All candidates for membership, by deposit of card, or as Ancient Odd Fellows, whose cards have been granted more than *twelve* months, shall deposit their cards with application, or furnish satisfactory evidence that such card has been lost.

SEC. 3.—No suspended or expelled member of the Order can be received into membership in this Lodge, except on being reinstated and receiving a card of clearance from the Lodge which suspended or expelled him. *Provided*, however, that any Odd Fellow residing within the jurisdiction of this Grand Lodge, having no card of clearance, and who had not been connected with any Lodge in this jurisdiction, who ceased to be a member or who was suspended only for non-payment of dues, may be admitted to membership as an Ancient Odd Fellow, in the same manner as is provided for the admission of Ancient Odd Fellows.

#### ARTICLE III.—OF PROPOSITIONS FOR MEMBERSHIP.

SEC. 1.—The name of a person offered for membership, with his age, place of birth, residence and occupation, must be proposed by a member, in writing, with the names of two persons as references attached, and entered upon the records; the application shall forthwith be referred to a committee of three members for investigation, who shall report upon the application upon the next succeeding regular meeting (unless unavoidable circumstances prevent), when the candidate shall be balloted for with ball ballots; and if not more than two black balls appear he shall be elected, but if three or more appear he shall be rejected.

SEC. 1.—(a) Every application for membership must, in addition to the provisions of Section 1 of this Article, contain the following clause:—“In consideration of my admission, I promise and agree that if elected, I will

conform to the Constitution and By-laws of your Lodge, and those of the Grand Lodge of this jurisdiction, and that I will seek my remedy for all rights on account of said membership, or connection therewith, in the tribunals of the Order only, without resorting for their enforcement in any event, or for any purpose, to the civil courts."

SEC. 2.—A favorable balloting can be reconsidered at any time, provided a majority of the members present agree thereto, but no reconsideration of an unfavorable balloting can be had.

SEC. 3.—When a candidate for *initiation* has been rejected notice thereof shall be sent without delay to all the Lodges in the jurisdiction; and he cannot be again proposed in any Lodge for the space of six months after such rejection. All other rejected applications for membership may be renewed at any time.

SEC. 4.—An application for membership may be withdrawn after it has been referred to a committee, previous to the report of said committee, but no application can be withdrawn after the report of the committee has been submitted to the Lodge, unless by consent of a majority of the members present.

SEC. 5.—If a brother be elected, it shall be the duty of the Noble Grand to appoint a committee of three members, one of whom (if practicable) shall be a Past Grand, whose duty it shall be to examine the applicant in the degrees he has attained and the rank he holds in the Order, and report to the Lodge, and the Secretary shall note said report upon the minutes; and the applicant shall be admitted only in the highest rank to which he can prove himself, and shall sign the Constitution and By-laws.

#### ARTICLE IV.—OF DUES, ASSESSMENTS AND BENEFITS.

SEC. 1.—There shall be two (2) regular funds of this Lodge, to be named the INCIDENTAL AND BENEFIT FUND, and the WIDOWS' AND ORPHANS' FUND; and the Lodge may provide, by its By-laws, for the institution of a special fund or funds for any of the benevolent purposes

contemplated by the Order. *Provided* always, that in case of every such special fund the receipts and disbursements on account thereof shall be kept altogether distinct from the regular funds hereby established.

SEC. 2.—The initiation fee of this Lodge must be paid in every case previous to the admission of the candidate, and shall not be less than five dollars.

SEC. 3.—The charge for degrees shall not be at a less rate than two (2) dollars for each of the three degrees.

SEC. 4.—The contributions of each member to the funds of the Lodge shall be determined by the By-laws, but shall not be at a less rate than seventy-five (75) cents per quarter; and not less than 10 per cent. of such quarterly contributions to the funds shall be placed to the credit of the Widows' and Orphans' Fund, and the remainder to the credit of the Incidental and Benefit Fund.

SEC. 5.—The Lodge shall have the power of exacting such fees for visiting and clearance cards (to be applied to the Incidental and Benefit Fund), and such fines for neglect of duty, &c., (to be applied to the Widows' and Orphans' Fund), as may be determined by the By-laws.

SEC. 6.—Every member admitted by card, or by reinstatement, who has been such for the space of three months; and every member admitted by initiation as an Odd Fellow, who has been such for the space of six months, and not more than thirteen (13) weeks in arrears for dues, shall, in case of being incapacitated by sickness or accident, from following his usual occupation, or otherwise earning a livelihood, be entitled to, and shall receive from the funds of the Lodge such sum as the By-laws may direct. *Provided*, such sickness or disability does not result from immoral conduct on his part.

SEC. 7.—In case of the death of a member in good standing, there shall be allowed to the widow, orphans, or dependent relatives of the deceased, from the funds of the Lodge, not less than twenty or more than fifty dollars, as the By-laws may direct; and in case of the

death of the wife of a brother the Lodge may defray the expenses of the burial, to be paid by the Noble Grand as the By-Laws may direct. In the absence of relatives the Noble Grand shall take charge of the funeral, and render an account of the disbursements to the Lodge.

SEC. 8.—Any brother absent from the city or residing at a distance from the location of his Lodge, claiming benefits under this article, must send to his Lodge a true statement of the case, attested by the Noble Grand of the Lodge nearest his residence, or if no Lodge be near, by a certificate of a respectable physician.

#### ARTICLE V.—OF FUNDS AND PROPERTY.

SEC. 1.—The funds and property of this Lodge shall be held exclusively as a *trust fund*, to be devoted to no other purposes than to charitable purposes of the I. O. O. F., and expenditures legitimately made for Lodge purposes, and the advancement of the interests of the Lodge or the Order. The funds may be invested from time to time as the Lodge shall direct; but no part thereof, or any of the Lodge property, or the proceeds of the sale of such property, shall ever be divided among the members; and in case of the forfeiture of the Lodge charter, all the funds and property of the Lodge, of whatsoever kind, shall be immediately surrendered and delivered up to the Grand Lodge of the Lower Provinces of British North America, or its officers or agents properly authorized to receive them.

SEC. 2.—The Lodge shall make such disposition (by By-law) of the Widows' and Orphans' Fund, for the relief and benefit of widows and orphans of deceased brothers of this Lodge, by annuity or otherwise, as it shall deem fit. *Provided* always, that no annuity shall be less than the amount that would be contributed by any one member to such Widows' and Orphans' Fund within the space of twenty years, under the By-Laws of the Lodge; and that if *special* relief be given, the amount shall in no case exceed *four* times the limit fixed for annuities.

## ARTICLE VI.—OF DEGREES.

SEC. 1.—Any member shall be eligible to receive one or more degrees at the next regular meeting of the Lodge, after his initiation ; but no more than two degrees shall be conferred on a brother at the same meeting, unless by dispensation from the Grand Master or his Deputy for the District.

SEC. 2.—Application for degrees having been made through the Permanent Secretary, the Lodge shall ballot thereon at the proper time, in the order of business ; when, if two-thirds of all the votes cast be favorable, the applicant shall be declared entitled to receive the three degrees ; but no degree shall be conferred until the fee therefor has been paid. If the applicant be rejected, he cannot again apply for the degrees within four weeks thereafter.

SEC. 3.—If the Lodge does not confer the degrees upon its own members, a certificate shall be given to the applicant who has been elected to receive degrees, addressed to a Degree Lodge, or officer authorized to confer degrees, showing that he is a member of this Lodge, and has been authorized by ballot of the members of said degree of this Lodge to receive them ; and the said Degree Lodge, or officer, is authorized, on the reception of such certificate, to confer the said degrees upon the brother.

SEC. 4.—All business of the Lodge except the conferring of degrees, all be transacted while the Lodge is open in the Third Degree.

## ARTICLE VII.—OF OFFICERS.

SEC. 1.—The elective officers of this Lodge shall consist of a Noble Grand, Vice Grand, Secretary, and Treasurer, who shall serve a regular term of twenty-six Lodge meetings each, and the Lodge may elect a Permanent Secretary for the same time, or for one year, to take charge of the accounts between the Lodge and its members. And each elective officer must have signified his willingness to accept the nomination for the office to which he has been named, before being balloted for.



SEC. 2.—The appointed officers shall consist of a Warden, Conductor, Outside Guardian, Inside Guardian, Right and Left Supporters to the Noble Grand, Right and Left Supporters to the Vice Grand, and Right and Left Scene Supporters, who shall serve a regular term of twenty-six Lodge meetings each; and the Lodge may also appoint a Chaplain and a Physician for a regular term.

SEC. 3.—No member shall be installed as Noble Grand unless he has served a term as Vice Grand, or the last of a term to fill a vacancy; nor as Vice Grand, unless he has served twenty-six regular meeting nights in an inferior office. That service in office, whether elective or appointed, is qualifying in any other Lodge, in good standing. *Provided*, also, that any Third Degree member may be elected, if all qualified brothers of the Lodge residing within the district refuse to serve, and a dispensation for that purpose be first obtained from the Grand Master, or his Deputy for the district, previous to the election.

SEC. 4.—All elective and appointed officers must be clear of all pecuniary charges on the books of the Lodge, and have attained the Third Degree previous to installation.

SEC. 5.—Nominations for elective officers shall be made only on the two meetings immediately preceding the last regular meeting in each term, and the officers shall be installed at the first regular meeting in the new term, provided the installing officer is present; if absent, the Lodge may, by vote, defer the installation till the next regular meeting, or call a special meeting for that purpose, at the request of the installing officer; and the duties of the various officers, elected or appointed, shall be as laid down in the charges of office, and as specified in the Constitution and By-Laws of the Lodge.

SEC. 6.—No Noble Grand or Vice Grand shall be a candidate for re-election to the same office when other qualified brothers are in nomination, unless he has been one full term out of such office.

SEC. 7.—Any officer absenting himself from the Lodge for three successive meetings, except in case of sickness, or any officer for misconduct or neglect, as such, may be removed by a vote of two-thirds of the members present at the next regular meeting, after a notice of resolution therefor has been offered in the Lodge; and vacancies in any elective office may be filled by the Lodge, by nomination, and election at the next regular meeting after nomination; and, until so filled, the Noble Grand shall appoint a member to the office, *pro tem*.

SEC. 8.—The Noble Grand, or officer acting as such, shall appoint the majority, and the Vice Grand, or the officer acting as such, the minority, of all Investigating Committees.

SEC. 9.—A Lodge may, by its By-laws, provide for the election and appointment of special officers, for the purpose of conferring degrees, and may fix the term for which such officers shall serve.

SEC. 10.—The Lodge shall, at its third regular meeting in July of each year, nominate its representatives to Grand Lodge, and at the succeeding regular meeting shall elect, from among those nominated, two representatives to Grand Lodge, and, in addition thereto, one representative for every twenty-five of its actual membership, on the 30th day of June preceding, as shown by its semi-annual report. The representatives elected shall serve for one year. Provided that if, for any reason, no representatives, or a smaller number than the Lodge is entitled to, are nominated at the above designated meeting, the nomination and election may both be held on the fourth regular meeting in July. The Lodge shall also, on the night of said election, select one of its representatives to receive the mileage and *per diem* to be paid by the Grand Lodge.

SEC. 11.—It shall be the duty of the Secretary, immediately after the election as provided for in the last preceding section, to furnish each representative elected with a certificate of his election and forward a duplicate thereof to the Grand Secretary; and in addition to the above, to furnish to the representative selected to receive

the mileage and *per diem* a certificate of such selection and forward a duplicate of the same to the Grand Secretary. (Blanks for the above certificates will be furnished by the Grand Secretary.) The Secretary shall also, annually, before the annual meeting of the Grand Lodge, furnish to any member who is a Past Grand in good standing, on his request for the same, a certificate of his rank and standing in the Lodge.

#### ARTICLE VIII.—ON PENALTIES AND TRIALS.

SEC. 1.—Any member of this Lodge who is in arrears for dues for more than thirteen weeks is not entitled to the term password, or to vote in the Lodge, but is a contributing member until suspended or expelled, and shall be entitled to visit his own Lodge. He shall not, however, be entitled to benefits until he shall have paid in full all dues and fines that have accrued against him up to the date of payment. The Lodge shall not refuse to receive in full, or in part, the dues of a member prior to his suspension, and no member shall be suspended for non-payment of dues unless, at the time of his suspension, he shall be indebted to the Lodge for one year's dues; but, when a member shall be liable to suspension by being in arrears for dues for the space of one year, he shall be notified at least four weeks previous to action being taken, of his indebtedness and the pendency of such action, and the Secretary shall, on the expiration of the notice, and the arrearages being still unpaid, report the same to the Noble Grand, in open Lodge; and unless the Lodge shall otherwise determine, such member shall be suspended by a majority ballot of all members present, and a record thereof shall be made upon the minutes.

SEC. 2.—Any member who shall violate any of the principles of the Order, or offend against the Constitution, By-Laws, or Rules of Order of this Lodge, shall be fined, reprimanded, suspended or expelled, as the laws may direct, or the Lodge determine.

SEC. 3.—Every member shall be entitled to a fair trial for any offence involving reprimand, suspension, or expulsion. No member shall be put upon trial unless

charges duly specifying the offence so as fully to apprise him of the nature thereof, to enable him to prepare for his defence, shall have been submitted to the Lodge in writing, and signed by a member of his own or some other Lodge in this jurisdiction, and a copy thereof, under seal of the Lodge, shall have been served upon him at least one week previous to the trial being had.

SEC. 4 -- Such charges shall be referred to a committee of five members of the Lodge to which the accused belongs, who shall, if possible, be chosen from the peers of the accused (in choosing this committee only one name must be written on the paper); and such committee shall, without unnecessary delay, summon the parties and try the case; they shall keep full and accurate minutes of the evidence, and of their proceedings, and report the same in full to the Lodge, with their verdict. If a witness be a member of the Order, he shall give his evidence on the honor of an Odd Fellow; if he be not a member, then on oath or affirmation; and the proceedings must state that such obligation, oath, or affirmation was duly administered. No testimony shall be taken without notice or opportunity for cross-examination by the opposing party. Upon the report being made to the Lodge, notice thereof shall forthwith be given by the Secretary to the party against whom the verdict is rendered; and he shall have two weeks' time in which to file exceptions to the finding of the committee. If no exceptions are filed within two weeks the Lodge shall proceed to pronounce judgment upon the verdict, and fix the penalty. An appeal from the judgment of the Lodge may then be taken at any time within four weeks thereafter to the Grand Lodge; and if no such appeal is taken within the time specified, the judgment of the Lodge shall be final. When a bill of exceptions to the report of the committee is filed, as above provided, the Lodge may determine upon its merits, and either sustain the report of the committee, or refer it back to the same, or another committee, or grant a new trial. If, however, the Lodge deems the exceptions not well taken, it shall proceed to pronounce its judgment and fix the penalty.

SEC. 5.—If the accused refuses or neglects to stand trial when duly summoned, the committee shall report him guilty of contempt of the Lodge; which report shall be conclusive, and the punishment shall be expulsion.

SEC. 6.—If a specified penalty for an offence be provided in the Constitution or By-Laws, the Noble Grand shall enforce it. If none be so provided, the Lodge shall decide whether the penalty shall be expulsion, suspension, or reprimand and fine. During the ballot the accused shall withdraw from the Lodge Room. The argument on the case is then closed, and no subsequent debate on the merits of the case, in the absence of the accused, shall be allowed. In voting, paper ballots must be used, and the first ballot must be taken on expulsion; and if two-thirds of the ballots are cast for expulsion, such shall be the penalty; but if two-thirds be not cast for expulsion, a second ballot shall be had on suspension; and if two-thirds are cast for suspension, suspension shall be the penalty; and the Lodge shall proceed to fix the duration of such suspension. If neither expulsion nor suspension be determined upon as the penalty, as above provided, then the penalty shall be either reprimand, fine or both; if fine is determined upon then the Lodge shall fix the amount, not exceeding *five dollars*; if reprimand is decided upon, then the accused shall be reprimanded in open Lodge by the acting Noble Grand. No ballot held under this section shall be reconsidered: all fines imposed under this section shall be charged in his account, and considered in determining his standing in the Lodge as dues; and when the fine thus imposed, added to his dues, brings him under the penalty of Section 1 of this Article, he shall be notified of the state of his account, and allowed the usual time to make payment. In all cases, if he ceases to be a member, upon reinstatement he shall pay the whole amount of fines and dues.

SEC. 7.—When a member shall be subject to the penalty of a reprimand, he shall be summoned to attend at some regular meeting, to be fixed by the Noble Grand to be reprimanded from the chair of the Noble Grand

and until he so attends, and is reprimanded, he shall be suspended from all benefits and privileges of membership.

SEC. 8.—Notice of all rejections, expulsions, suspensions for cause, and reinstatements of brothers who have been suspended for cause in accordance with Section 2 of this Article, shall forthwith be forwarded to every Lodge in this jurisdiction, to the Subordinate Encampment of which such brother may be a member, and to the Grand Secretary.

SEC. 8.—(a). Notice of all suspensions of brothers for non-payment of dues and reinstatement thereof in accordance with Section 1 of this Article, shall be forwarded to the Subordinate Encampment of which such brother may be a member, and to the Grand Secretary.

SEC. 9.—An expelled member can be reinstated only after a proposition, reference, and election by ballot, as in the case of a newly proposed member. A brother suspended for any cause may be reinstated on the removal of the cause, or the expiration of the term for which he was suspended, without action of the Lodge; and the Noble Grand, shall declare in open Lodge his being reinstated.

SEC. 10.—Any member intending to appeal from the action of the Lodge, either in a decision of law, or where charges have been preferred, shall file with the Secretary a notice of his appeal, and the grounds thereof; upon which the Secretary shall forthwith send a true copy of the notice, together with a certified copy of all charges, reports, evidence, and proceedings of the Lodge, relating to the case, to the District Deputy Grand Master.

#### ARTICLE IX.—OF OFFENCES.

SEC. 1.—No member of this Lodge shall be concerned in organizing or visiting any illegal, spurious, expelled, extinct, or suspended Lodge of this Order, nor paint on his sign any emblem of the Order, or otherwise exhibit any upon the same, or have any printed or engraved upon his business card, or expose any in a public place as a sign; nor shall any member put any motion from

the Chair of the N. G., unless he be a present or past N. G., or V. G.

SEC. 2.—This Lodge shall not have a public procession, unless to attend the funeral of a brother, or have any public celebration of any kind, or get up any ball or public amusement in the name of the Order, without permission of the Grand Lodge, the Grand Master, or a D. D. Grand Master, first obtained for such purpose.

SEC. 3.—No funeral, under the auspices of this Order shall be held on Sunday, unless in cases of absolute necessity, and, when such is unavoidable, no marching music shall be allowed.

#### ARTICLE X.—OF TERMS AND RETURNS.

SEC. 1.—All terms shall commence on the first day of January and July of each year, and end on the day on which the succeeding one commences.

SEC. 2.—The officers for the term about expiring, shall prepare and deliver to the officer who shall install their successors, the result of the elections, and a regular report of the work of the term, together with the whole number in membership, and the amount of receipts and disbursements, in such form as the Grand Lodge may direct, accompanied by whatever amount may be due to the Grand Lodge.

SEC. 3.—In addition to the above, the officers for the term ending on the first meeting in January, shall annually make to the Grand Lodge a full return of the members of the Lodge (except such as are more than *twelve months* in arrears, or have been suspended or expelled), ranked according to the degrees attained.

SEC. 4.—Should this Lodge fail to make any of its returns, as required, for one year, it shall thereby forfeit its charter, and become extinct; and it shall be the duty of the Grand Master, or the D. D. Grand Master, to withhold the A. T. P. W. and semi-annual P. W. until such returns are made, and the amount due the Grand Lodge is paid. And it shall be the duty of the last installed officers to transmit or surrender to the Grand Master, or his Deputy, or installing officer, the charter, books, papers, furniture and funds of the Lodge.

## ARTICLE XI.—OF CARDS.

SEC. 1.—Withdrawal Cards may be granted to members who are clear on the books, according to law, by a majority vote, by ballot, of the members present entitled to vote when application is made for the same. Should the Lodge refuse to grant the card as above, the applicant on tendering a written resignation of membership, and paying all dues, shall be entitled to receive from the Secretary a certificate, under seal of the Lodge, to that effect; and such certificate shall be sufficient evidence of good standing at the time of such resignation.

SEC. 2.—Visiting Cards shall be granted to brothers in good standing, on application to the Secretary, and on paying dues up to the time for which the card is to be granted, together with the price of the card.

SEC. 3.—Withdrawal Cards may be recalled for good cause by the Lodge, within one year from the time such cards were granted, provided the same have not already been deposited in some other Lodge; but such action shall not have the effect of revoking such cards, or expelling the holders thereof from the Order, but will bring them back into the Lodge; when, after due notice of the charges which induced the Lodge to recall such cards, the holders, after a fair and impartial trial may be expelled or acquitted.

## ARTICLE XII.—OF AMENDMENTS, DISPENSATION AND INTERPRETATION.

SEC. 1.—When any doubt arises as to the true meaning of any part of these Articles, it shall be determined by the Grand Lodge, or Grand Master in recess of the Grand Lodge.

SEC. 2.—The Grand Lodge, or, in its recess, the Grand Master, shall have power to grant dispensations to any Lodge to exempt it, in any particular case, from the operation of any of the foregoing regulations, other than financial, whenever the Grand Lodge or Grand Master may deem it for the welfare and interest of the Order so to do.



SEC. 3.—Such charge shall be made for dispensations issued under this section as the Grand Lodge may from time to time direct.

#### ARTICLE XIII.—OF BY-LAWS.

SEC. 1.—This Lodge may make, alter, or rescind such By-Laws, Rules and Regulations from time to time as may be deemed expedient, *Provided*, that they do not in anywise contravene this Constitution, or the Constitution, By-Laws or Regulations of the Grand Lodge of the Lower Provinces of British North America.

SEC. 2.—The By-Laws of this Lodge are in force from the time of their approval by the Grand Lodge, or the Committee on Laws of Subordinates; and the *manuscript copy* of such By-Laws shall, before being printed, be transmitted to the Grand Secretary, to be submitted to the Committee on Laws of Subordinates, for their approval.



# BY-LAWS.

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## MEETINGS.

1. The regular meetings of this Lodge shall be held on Thursday evening in each week, at 8 o'clock. Should the N. G. and V. G. be absent at ten minutes past the hour for opening, the meeting shall be called to order and the Lodge opened by the junior P. G. present.

2. Special meetings may be called by the N. G. at his discretion. On the written request of five members in good standing, asking for a special meeting and specifying the object of it, it shall be the duty of the N. G. to call such meeting. Every special meeting and the object for which it is called shall be advertised in two of the city papers on the day preceding and the day appointed for the meeting, or notice thereof mailed or delivered, on the day preceding the meeting, to each member residing in the city, and no other business than that specified in the advertisement or notice shall be transacted at such special meeting. Provided that special emergency meetings for initiating a candidate who has been elected at a regular meeting, or for conferring degrees, may be ordered at any regular meeting, and announcement from the chair shall be sufficient notice of such special meeting.

3. Five members of this Lodge, of the Third Degree, including one qualified to preside, shall constitute a quorum.

## REGALIA.

4. All brothers and officers at the sessions of this Lodge shall wear the regalia and jewels prescribed by the Sovereign Grand Lodge. (See Bye-Laws of the Sov. Gr. Lodge, Art. 22, Digest 1895, p. 30, and Sec. 1484.)

## MEMBERSHIP.

5. Eligibility for membership, subject to ballot, is as prescribed by the Constitution. (See Sec. 1., Art. II.)

6. Each application for membership shall be accompanied by the sum of two dollars (\$2), which shall be a part of the initiation fee in case the candidate be initiated within 13 weeks from date of ballot, or returned to

him in case he be rejected. Should the candidate not come forward for initiation within 13 weeks from the date of the ballot, his application shall lapse and the said sum be forfeited to the Lodge and placed to the credit of the Incidental and Benefit Fund.

7. Applications for membership shall be in the following or such other form as may be prescribed by the Grand Lodge or Sovereign Grand Lodge :

To the Officers and Members of Mystic Lodge, No. 18, I. O. O. F.:

I respectfully request admission into this Lodge, and in consideration of such admission I promise and agree that, if elected, I will conform to the Constitution and By-Laws of your Lodge, and those of the Grand Lodge of the Lower Provinces of British North America, and that I will seek my remedy for all rights on account of said membership or connection therewith in the tribunals of the Order only, without resorting for their enforcement. In any event or for any purpose, to the civil courts.

My age is \_\_\_\_\_ years; my occupation is \_\_\_\_\_; my residence \_\_\_\_\_; my health is \_\_\_\_\_.

Dated \_\_\_\_\_.

References \_\_\_\_\_.

Candidate's signature \_\_\_\_\_.

The undersigned hereby proposes the above named \_\_\_\_\_ for membership in Mystic Lodge, No. 18.

Proposer's signature \_\_\_\_\_.

8. Every application shall be immediately referred to an Investigating Committee of three members, to be appointed forthwith as provided by the Constitution. (Sec. 8, Art. VII.) The committee shall make diligent inquiry as to the character, health, occupation and habits of the candidate, and shall report, if possible, at the next regular meeting, and in every case before the ballot is taken. The report shall be in the following form :

Date, \_\_\_\_\_

To the Officers and Members of Mystic Lodge, No. 18, I. O. O. F.:

The Committee to whom was referred for investigation the application of \_\_\_\_\_ for admission into your Lodge, respectfully report that they have attended faithfully to the duty thus required of them, and from information received, which they believe to be reliable, recommend that the application of said \_\_\_\_\_ be \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ } Investigating Com.

S.

Lodge shall be held at 8 o'clock. Should five minutes past the hour be called to order by the G. present.

by the N. G. at his residence five members in writing and specifying the name of the N. G. to be elected and the object thereof in two of the names of the day appointed to be delivered, on the name of a member residing at the address specified in the petition presented at such emergency meeting. Any member elected at a regular meeting may be removed from office by a special meeting.

Third Degree, and constitute a

visions of this Constitution as prescribed by the Grand Lodge of the Sov. Gr. (1484.)

ballot, is as provided in Art. II.)

be accompanied by a committee to be initiated and returned to

9. A brother or Ancient Odd Fellow applying in writing for membership in this Lodge may be admitted on depositing a properly executed Withdrawal Card or Dismissal Certificate, or such other evidence of his former membership in the Order as may be satisfactory to this Lodge. Every such application is subject to investigation and ballot the same as an application for membership by initiation. (Digest 1895, Sec. 650.)

10. In balloting for members the ballot-box shall be placed in full view of the N. G., and when the ballot has been declared closed the Warden shall proceed with it to the chair of the V. G., who shall inspect the same. The W. shall then present it to the N. G., who, after inspection, shall declare the result to the Lodge.

#### FEES.

11. The initiation fee in this Lodge, if the candidate be not over 40 years of age, shall be \$5; if over 40 years and not over 50, \$10; if over 50 years, \$25

The fee for each degree shall be \$2 for candidates not over 40 years of age; \$4 for candidates over 40 years and not over 50; and \$10 for candidates over 50 years.

12. The admission fee for a brother joining by Card or Dismissal Certificate, if he be of the Initiatory or First Degree and not over 40 years of age, shall be \$1, with \$1 additional for each higher degree attained; if he be over 40 years and not over 50, and of the Initiatory or First Degree, \$2, with \$2 additional for each higher degree attained; if over 50 years and of the Initiatory or First Degree, \$5, with \$5 additional for each higher degree attained.

13. Applications for degrees shall be received and action had thereon in accordance with Article VI. of the Constitution.

14. The fee for a Withdrawal or Visiting Card shall be 50 cents, which must be paid, together with the dues, as required by the Constitution, before the application will be entertained. Application for cards shall be received and action had thereon in accordance with Article XI. of the Constitution.

## RE-ADMISSION.

15. Should any brother, having received a Withdrawal Card from this Lodge, apply within twelve months thereafter to be re-admitted a member, and be accepted, the Lodge may remit in his favor the entrance fee, or such portion thereof as it may determine.

## OFFICERS—ELECTIONS.

16. The elective officers of this Lodge shall be those enumerated in Section 1, Art. VII. of the Constitution, including a Financial Secretary.

17. The appointive officers shall be those enumerated in Section 2, Art. VII. of the Constitution, including a Chaplain, who shall be appointed by the N. G. immediately after his installation, except the R. and L. S. of the V. G., who shall be appointed by the V. G.

18. Preliminary to the election of officers the N. G. shall appoint three members as tellers, who shall receive the ballots from the Warden, count the same, and make returns thereof to the N. G., who shall declare the result to the Lodge. Should there be but one nominee for any office, no ballot need be cast, but the N. G. shall declare the brother elected by acclamation.

19. A majority of all legal votes cast shall be necessary to election, but no blank or illegible ballot shall be counted. Should there be no choice of an officer at any ballot, a new ballot shall forthwith be ordered, and after each ballot with no choice the name of the candidate receiving the smallest number of votes, as well as any receiving no votes, shall be withdrawn.

## DUTIES OF OFFICERS.

20. The N. G. shall preside at all meetings of this Lodge when present, preserve order and decorum during its deliberations, see that its Constitution and By-Laws are faithfully observed, and that respect is paid to the Grand Lodge of this jurisdiction. He shall appoint all officers and committees not otherwise provided for, and see, to the best of his ability, that the duties of each are promptly and properly performed; have the custody of the charter and ritual of the Lodge, and see that they

are present at all its meetings; draw on the Treasurer for such payments as may be ordered by the Lodge, convene special meetings at his own discretion, or when requested in accordance with Section 2 of these By-Laws, present a copy of the Constitution and By-Laws to every brother on his admission, exercise careful supervision over the financial affairs of the Lodge, ascertain from the F. S. previous to closing the Lodge the amount of receipts since the last meeting and report the same to the R. S. to be entered on the minutes, and also ascertain from the Treasurer whether he has received the same, instruct the Secretary to invite brothers to attend the funeral of every deceased brother, have direction of funerals conducted by the Lodge, and receive account of and regulate disbursements for the same. He shall be a member *ex-officio* of all standing and special committees, and chairman of the Visiting Committee. He shall have a casting vote only on all ordinary questions of Lodge business, but in elections of officers and balloting for candidates for membership he may vote as other members. He shall not move, second or speak on any motion or resolution while in the chair, except that he shall have the privilege of explaining on points of order or in case his ruling be called in question. He shall, before he leaves the chair for the installation of his successor, see that the semi-annual report covering his term of office is completed, sign the same and have it delivered to the installing officer, or he may order it forwarded direct to the Grand Lodge. And generally he shall perform such other duties as are laid upon him by his charges of office or the usages of the Order.

21. It shall be the duty of the V. G. to assist the N. G. according to his charge of office, and in the absence of the N. G. at Lodge meetings to occupy the chair and perform the duties of the N. G.; to appoint his own supporters and a minority of Investigating Committees; to examine the ballot box at elections for membership, and if requested by the N. G., to inform that officer of the state of the ballot; to act as a member of the Visiting Committee, and to assume the duties of chairman thereof in the absence of the N. G., and perform such other duties as the laws and usages of the Order require of him.

22. The Recording Secretary shall keep accurate minutes of the work and business of the Lodge; keep in good order all books, papers, and other property belonging to his office, and deliver the same in like good order to his successor, or to the Lodge when legally called upon to do so; fill up all certificates and cards granted or issued by the Lodge or required by the Constitution, except receipts for dues or other money received by the F. S.; punctually issue all notices ordered by the N. G. or the Lodge, or required by the Constitution; notify candidates for membership of the results of the ballot in their respective cases; keep the Black Book written up, and when required, give any Investigating Committee any information bearing upon candidates it may contain; affix the seal of the Lodge to all official documents, and attest all orders on the Treasurer; make out the semi-annual report at the end of the term for the Grand Lodge, and have it ready at least two days before the regular night of installation for examination by the Finance Committee, and present it in duplicate to the Lodge when called for at that meeting. When the same is approved by the Lodge he shall deliver it to the N. G., or by order of the N. G. to the installing officer, or mail it direct to the Grand Secretary. He shall take a receipt in duplicate on the form provided by the Grand Lodge for the per capita tax due the Grand Lodge, give the name and address of his successor, or his own should he continue in office, on the duplicate receipt, and forward said duplicate by mail forthwith to the Grand Secretary. He shall record the receipts reported by the F. S. each evening on his minutes, and afford the Finance Committee access to his books for any information its members may require in the discharge of their duties, and perform all other duties appertaining to his office required by the Lodge or the Constitution. He shall receive for the faithful performance of his duties \$12.50 per term.

23. It shall be the duty of the F. S. to keep correctly the accounts between the Lodge and its members, to charge all fees, fines, dues and other charges against the members respectively, and diligently but courteously endeavor to collect the same, giving official certificates

for dues when receipts are required; keep a careful record of all moneys received and carefully post the items promptly to the proper accounts, so as to be able to give correctly when required the standing of any member; in particular to render, not later than two weeks before the close of the quarter, to every brother who is in arrears or has not paid his dues for the current quarter, a bill for the amount of his indebtedness; to submit to the Lodge at the last regular meetings in April and October a list of all members twelve months or more in arrears; to pay forthwith, and when the Treasurer is present, at each Lodge meeting, all money in his hands to the Treasurer, taking his receipt for the same; to announce at the close of each meeting audibly, when called upon, the receipts of the evening, including the interval since the last meeting; to make at the close of the term a full report of the receipts for the term, classified according to the requirements of the semi-annual report; furnish the R. S. with a copy of the same, and submit his books and accounts at the close of the term, and whenever required, to the N. G. or the Finance Committee or any special committee ordered by the Lodge to examine them. For the faithful performance of his duties he shall receive an amount equal to his dues and 5 per cent. on all dues collected, provided 60 per cent. of the dues due the Lodge for the term be collected, or 3 per cent. in case less than 60 per cent. be collected.

24. It shall be the duty of the Treasurer to receive from the F. S. all moneys of the Lodge, and give receipts for the same, and carefully to take charge of and deal with the same as may be required by the By-Laws or by vote of the Lodge in conformity therewith; to pay all orders signed by the N. G. and attested by the seal of the Lodge, and no others; to keep a correct account of all moneys coming into his hands, regularly apportioning them to the funds to which they belong, and of all orders paid, charging them to the appropriate funds. At, or immediately after the last regular meeting of the term, he shall make out a full report of the receipts and disbursements of the term, furnish a copy of the same to the R. S., and assist that officer when requested in mak-



ing up the semi-annual report to the Grand Lodge. He shall have his books written up and placed, with his vouchers, in the hands of the Finance Committee within twenty-four hours after the last meeting in the term.

25. The Warden shall have charge of all properties connected with the working of the Lodge. He shall, at or near the close of the term, examine and take a careful inventory of the same, and present a written report on its condition, accompanied with the inventory, on the last meeting of his term of office. He shall have the regalia ready for officers and members before the Lodge is opened, and at its close collect and deposit the same in its proper place. He shall have charge of the ballot box and prepare it for use in the Lodge when required, and distribute and collect ballots for election of officers. He shall scrutinize and count the votes on motions and resolutions when requested to do so by the N. G., act as messenger of the Lodge while in session, and perform such other duties as are prescribed by the laws and usages of the Order. And for the faithful performance of his duties he shall be paid eight dollars (\$8) per term.

26. The Chaplain shall assist in opening and closing the Lodge, according to his office.

27. This Lodge shall have three Trustees, one to be elected at the last regular meeting in December of each year, to serve three years, and to take the place of the Trustee then completing his third year of office, who shall retire. They shall be charged with the general supervision and care of the funds, investments, and other property of the Lodge; shall invest said funds in such loans, stock, or other securities as the Lodge may direct; shall receive all moneys ordered to be drawn from the Treasurer for the purpose of investment, and deposit the vouchers with the F. S., who shall place them in the hands of the Treasurer for safe keeping. The Trustees are also charged with the duty of obtaining information and keeping the Lodge advised of the circumstances and necessities of the widows and orphans of deceased members, who, in the judgment of the Trustees, need the care and assistance of the Lodge.

28. This Lodge shall annually elect by ballot, in the same manner as its elective officers, at its last meeting in January, an officer entitled the "Hall Trustee," who shall, in conjunction with similar Trustees from Orient Lodge, No. 10; Amity Lodge, No. 40; Halifax Encampment, No. 3; and Mizpah Rebekah Lodge, No. 5, hold in trust all property in the hall owned in common by this and the above-mentioned Lodges and Encampment, and at the close of each term present a full report of the transactions of said term.

29. Should any Officer or Trustee fail to perform his duties to the satisfaction of the Lodge, his office may be declared vacant by vote of the Lodge, provided notice of such motion be read at the two regular meetings next preceding that on which the vote is to be taken, and two-thirds of the members present and voting vote in favor of it.

#### COMMITTEES AND THEIR DUTIES.

30. The N. G., on the night of his installation, shall appoint, subject to the approval of the Lodge, the following standing committees, viz.: A Visiting Committee and a Finance Committee.

31. The Visiting Committee shall consist of seven members, including the N. G. and V. G., and the N. G. shall be chairman thereof.

32. It shall be the duty of the Visiting Committee to visit every sick brother of this Lodge within twenty-four hours after receiving information of his illness, provided he be in the City of Halifax or Dartmouth, and to render such other aid as the laws of this Lodge provide and as his case may require and admit, and they shall report at each regular meeting the name and condition of any sick brother, and their action in the premises, as well as the amount of benefits, if any, to which he may be entitled.

33. It shall be the duty of the Chairman of the Visiting Committee to make arrangements so that sick brothers of this Lodge shall be visited at least once a day during their illness by one or more members of the Committee; to keep a correct roll of the names and residences

of all the brothers of the Lodge for the use of the Committee; and whenever circumstances may require it, to call upon so many of the brothers, in the order in which their names stand upon said roll, as may be necessary to secure the attendance and services of two brothers to watch nightly with any sick brother, when necessary, or to procure a nurse when deemed advisable.

34. In case of contagious or infectious disease, it shall not be incumbent on members of the Committee personally to visit the sick brother; and should attendance be required, instead of calling upon brothers as above provided, the Committee shall employ a nurse to be paid from the funds of the Lodge.

35. Sick brothers, members of distant Lodges, placing themselves under the care of this Lodge, shall receive from the Visiting Committee and from the members of this Lodge the same attentive benefits as sick members of this Lodge, and it shall be the duty of the Visiting Committee to ascertain the standing of any such brother in his own Lodge, and the amount of benefits to which he may be entitled, and this Lodge shall pay him such benefits, if he request it, and render account of the same to the brother's Lodge for settlement. (See Digest 1895, Division 12, page 76.)

36. The Finance Committee shall consist of three members, whose duty it shall be to superintend the financial affairs of this Lodge; to inspect and report upon all accounts referred to them not later than at the regular meeting next following the reference of such accounts, provided always that accounts are presented in detail; and to audit semi-annually the accounts of the F. S. and Treasurer for the previous term, and of all the officers or committees charged with the receipt or expenditure of money of the Lodge.

37. Special Committees shall consist of such members as the resolutions calling for them shall indicate; and when the manner of appointment is not indicated, they shall be appointed by the N. G.

38. All Special Committees must report in writing to the Lodge upon the subject matter referred to them, and

that, too, without unreasonable delay. The report of a majority shall be considered the report of the Committee, but this shall not prevent the presentation of a minority report from the same committee, provided it is given to the Lodge on the same evening as the majority report is offered.

39. All brethren appointed on committees, whether standing or special, shall be required to serve on the same unless excused by the Lodge. (See Digest 1895, Sec. 1505.)

40. No committee shall be finally discharged until all debts contracted by it in pursuance of its appointment have been duly audited and paid.

#### COMMITTEES NEGLECTING DUTY.

41. Any member or members of committee failing to discharge their duties to the satisfaction of the Lodge may be discharged therefrom by a vote to that effect. But in case of a Standing Committee it shall be necessary to give one week's notice of motion.

42. Every committee, or member thereof, thus discharged, shall forthwith surrender, on demand, to the N. G., or to such brother or brothers as the Lodge may appoint, all books, papers, money and other property of the Lodge which may be in his or their possession.

#### FUNDS.

43. All fees for Visiting and Withdrawal Cards, as well as all money received from initiations, degrees, rent, etc., and nine-tenths of all dues collected, shall belong to the Incidental and Benefit Fund; and all fines collected for neglect of duty, together with one-tenth of all dues collected, shall belong to the Widows' and Orphans' Fund, and it shall be the duty of the Treasurer to credit to these funds, in the way and ratio named, all money received by him on account of the Lodge. (Const., Sec. 1, Art. IV.)

#### DUES.

44. The regular dues to be paid by members of this Lodge into its funds shall be five dollars (\$5) per year, payable quarterly in advance, viz.: At the first regular meetings in January, April, July and October.

## BENEFITS.

45. Every member of this Lodge, who is not disqualified by the Constitution of this Lodge or other laws of the Order (see Const., Sec. 6, Art. IV., and Sec. 1, Art. VIII. ; also Digest 1895, Sec. 32), if rendered incapable of following his usual occupation or otherwise earning a livelihood, shall receive from the I. and B. Fund of this Lodge, while such disability continues, benefits as follows: If of the Third Degree, three dollars (\$3) per week for 26 weeks' continuous sickness, and two dollars (\$2) per week thereafter. If not of the Third Degree, two dollars (\$2) per week. Provided that after payment for 52 consecutive weeks as above, the Lodge may reduce the benefits to one dollar (\$1) per week. Provided also that no benefits shall be paid for one week's sickness, but if the disability continue for two weeks, benefits shall be paid from the commencement of the sickness; or in case the brother neglect to report his sickness to the Lodge, and in consequence of such neglect the Lodge fails to receive timely notice of his sickness, benefits shall date from one week prior to the case being reported.

46. Whenever any benefit shall accrue to a brother whose dues for the current quarter are unpaid, such quarter's dues and future dues, if not paid as they become due, shall be retained by the F. S. out of the accruing benefits. (Digest 1895, Sec. 24.)

47. If a member of the Lodge become sick or disabled while away from Halifax, it shall be necessary that a statement of his case, setting forth the nature of his sickness or disability and the time of its commencement, be transmitted to this Lodge, certified by the Lodge nearest to the place where he may be for the time resident or detained; or if he be not near any Lodge, by a Justice of the Peace, clergyman or his medical attendant, and the Lodge, on being satisfied that the brother is entitled to benefits, shall pay the same. (Const., Sec. 8, Art. IV.)

48. On the death of a member qualified to receive benefits, fifty dollars (\$50) shall be allowed as a funeral benefit, which shall be paid to his widow or other depen-

dent relatives out of the I. and B. Fund ; provided that any expenses connected with the funeral, which may be paid by the Lodge, shall be repaid out of the said sum of \$50, and in such case the balance only shall be paid to the beneficiaries. (Digest 1895, Secs. 90, 91, 92.)

49 It is the duty of every member of this Lodge, on changing his residence, to notify the Lodge of such change, and generally to keep the Lodge informed as to his movements or lengthened sojourn out of its jurisdiction.

50. When the widows or orphans of deceased members are left in indigent circumstances it shall be the duty of the Trustees to ascertain their actual condition from time to time and report the same to the Lodge, which may then vote such sum or sums for their support as may appear expedient to a majority of the members present at a regular meeting ; provided, always, that such relief is drawn from the fund set apart therefor.

51. When the children of a deceased member are left without a proper guardian, it shall be the duty of the Trustees, under the direction of the Lodge, to see that they are educated and otherwise cared for until suitable situations can be provided for them.

#### RELIEF IN SPECIAL CASES.

52. Whenever it may become known that any brother of this Lodge has been reduced to a state of pecuniary distress by any sudden or unlooked for misfortune, his case shall be referred to the Visiting Committee, 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 to grant him such relief as it may deem expedient.

#### ASSESSMENTS.

53. Whenever any benefit or benefits may become due and payable from either fund of this Lodge, if the amount to the credit of such fund be not sufficient to meet such benefit or benefits, the N. G. shall cause the F. S. to make an assessment equally upon all members

of the Lodge to make up the deficiency and pay the claim. Such assessment shall be charged up against each member, and default in promptly paying the same by any member shall subject him to suspension from all the rights and privileges of membership, except attendance at Lodge meetings to the end of the then current term, until the same be paid.

#### REINSTATEMENT.

54. Whenever a brother suspended for non-payment of dues complies with the law (see Digest, 1895, Division 11, p. 216) and applies for reinstatement, the application shall be treated in every respect as an original petition for membership, except when the application is for reinstatement and a Withdrawal Card, in which case the application may be granted by a majority vote by ballot. (Digest, 1895, Sec. 188, Const. Sec. 1, Art. XI.)

#### OFFENCES AND PENALTIES.

55. Every member agreeing to serve on a Committee, and afterwards refusing or neglecting to do so, shall be fined fifty cents.

56. Every member when duly notified to appear before any Committee appointed to try any matter between the Lodge and any of its members refusing or neglecting to do so, or appearing and refusing to give true evidence therein shall be fined, reprimanded, suspended or expelled, as the Lodge, after due inquiry, may decide.

57. In mitigation of the above fines, excuse or explanation can be offered by the offending brother only, opportunity for which shall always be given, and when such is offered, the matter shall be left to the decision of the Lodge.

58. The use of tobacco in any form is strictly prohibited in the Lodge or Paraphernalia Room. Members violating this rule shall be fined twenty-five cents for each offense.

59. All fines incurred shall be forthwith charged by the F. S. to the account of the brothers incurring them

respectively ; and every such fine, unless remitted by the Lodge, shall become payable as dues for the quarter in which it was incurred ; and after the expiration of said quarter the brother against whom the fine is charged shall not be considered in good standing, or entitled to the P. W., or benefits until the fine is paid.

60. Any brother who shall enter the Lodge in a state of intoxication shall be suspended or expelled, as the Lodge may determine, but a two-thirds vote shall be necessary to expel him.

61. All vinous and intoxicating liquors shall be excluded from the lodge-room and ante-room, and from all other apartments under control of the Lodge.

62. Any member who shall divulge any of the proceedings of this Lodge required to be kept secret, or who shall reveal any of the secrets of the Order, or the name of a member who may have opposed the admission of any person into this Order, shall be suspended or expelled at the discretion of the Lodge,—a two-thirds vote being necessary for expulsion.

63. It is particularly enjoined on all brothers of this Lodge that they treat each other at all times with due delicacy and respect ; and in particular that all their discussions in Lodge be conducted in a spirit of candor, moderation and generosity, and that all personalities and sarcastic language be carefully avoided.

#### CHOOSING TRIAL COMMITTEE.

(See Const., Section 4, Art. VIII.)

64. When charges are preferred against a brother, the following shall be the mode of choosing a trial Committee :

The names of all the brothers present, except the accused and accuser and the N. G., shall be written on uniform ballots, one name on each ballot, which shall be folded separately so as to conceal the names. The whole shall be placed in a box, or other convenient receptacle, and indiscriminately mixed. The N. G. shall then take out one of the ballots and announce the



name written thereon, and if no objection be made, or if made not sustained, the brother whose name was drawn shall be one of the Committee, and this shall be continued till the Committee is chosen.

Both the accused and the accuser shall have the privilege of peremptorily challenging one ballot, but no more without giving reasons. Objections made to any brother's being one of the Committee either by the accused, accuser, or the brother himself must be sustained by the Lodge, which shall be determined by majority vote on the question being put by the N. G. in this form: "Will the Lodge sustain the objection?"

FORMS.

65. In order to facilitate the carrying out of the provisions of Article VIII of the Constitution the following forms to be used in charging and trying a brother are adopted:

*Form 1—Charge.*

Date . . . . .

To Mystic Lodge, No. 18, I. O. O. F.

The undersigned, a member of Mystic Lodge, No. 18, I. O. O. F., hereby charges Bro. . . . . a member of Mystic Lodge, No. 18, with conduct unbecoming an Odd Fellow as more fully set forth in the following

SPECIFICATIONS:

- First: . . . . .
- Second: . . . . .
- Third: . . . . .

*Form 2—Notice to the Accused.*

Mystic Lodge, No. 18, I. O. O. F.

Date . . . . .

Brother . . . . .

Inclosed in this notice I transmit a copy of charge and specifications preferred against you by . . . . . of Mystic Lodge, No. 18. The same were referred to a Committee of trial consisting of (give names). The officers of said Committee will notify you of the time and place to appear for answer.

[SEAL]

Fraternally,

Recording Secretary

*Form 3—Notice to accuser and accused to attend meeting of Committee.*

Place and date.

Brother .....

The Committee of trial on the charge and specifications preferred by ..... against ..... will meet (give the time and place) to hear and decide the case. You are hereby notified to be present and (sustain or defend) the same.

Fraternally,

.....  
Secretary of Com.

*Mystic Lodge, No 18, I O. O. F.*

*Form 4—Subpoena.*

Date .....

To .....

You are hereby notified and required to appear before the Committee appointed to try the charges preferred by Brother..... against Brother ..... at ..... on the ..... day of (month and year) at ..... o'clock .. m to testify as a witness.

By order of the Committee.

.....  
Secretary of Com.

*Form 5—Report of Committee.*

To Mystic Lodge, No. 18, I. O. O. F.:

Your Committee appointed to try the charge preferred against Brother ..... by Brother ..... reports that the accompanying documents contain the proceedings of, and the evidence taken before, said Committee.

That, from all that appeared to said Committee in said case, they find Brother ..... (guilty or not guilty), as to the specifications of the charge.

..... }  
..... }  
..... }  
..... }  
..... } Committee.

Form 6—Notice of filing Report.

Mystic Lodge, No. 18, I. O. O. F.

Date .....

To .....

SIR AND BROTHER.—Take notice, that the Committee appointed to try the charges preferred against you by Brother \_\_\_\_\_ has this day filed its report of which a copy is inclosed.

You have two weeks from the date of receiving this notice within which to file your exceptions thereto.

[SEAL]

Yours in F. L. & T.,

.....  
Recording Secretary.

Form 7—Bill of Exceptions.

Date .....

To Mystic Lodge, No. 18, I. O. O. F. :

The undersigned hereby presents the following bill of exceptions to the report of the Committee, heretofore made herein, relative to the charges preferred against him by Brother \_\_\_\_\_ also, to the proceedings of and the testimony taken before said Committee ; also, to the action and proceedings of said Lodge, relative to said charges

FIRST : Said charges and specifications are insufficient to show the commission of the offence charged by the accused herein ; in this :

.....  
.....

Form 8—Notice and Grounds of Appeal.

To Mystic Lodge, No. 18, I. O. O. F. :

Take notice, that the undersigned hereby appeals from the action and judgment of this Lodge, in the matter of charges preferred against him by Brother \_\_\_\_\_ on the following grounds :

FIRST : The evidence was insufficient to sustain said charges or the report of the Committee, herein in this (here insert where the evidence was insufficient.)

SECOND : Errors committed at the trial, and by the trial Committee as follows : (Here insert the errors complained of.)

Dated at .....

the ... day of ..... (year.)

*Form 9.—Notice of Appeal to Grand Lodge.*

(Date).. .. .  
 To Mystic Lodge, No. 18, I. O. O. F.:  
 The undersigned hereby gives notice that he appeals to the Grand Lodge from the action of the Lodge in the matter of charge and specifications preferred by.....against..... This appeal is taken on the ground of (here state the grounds of appeal.  
 Fraternally,  
 (Signed).....

*Form 10.—Appeal to the Grand Lodge.*

To the Grand Lodge, &c., I. O. O. F.:  
 The undersigned, a member of.....Lodge, No..... respectfully appeals to your Grand Body from the action of said Lodge. (State the action from which the appeal is taken and the grounds of the appeal.) Your appellant asks that you will reverse said action, or grant such other relief as you may deem the merits of the case demand.  
 Fraternally,  
 (Signature).....  
 [Place and date.]

*Form 11—Certificate Accompanying Return of Lodge.*

Mystic Lodge, No. 18, I. O. O. F..  
 (Date).....  
 To the Grand Lodge, &c., I. O. O. F.:  
 Inclosed you will receive the return of this Lodge in the matter of the appeal of..... to your Grand Body, required by Sec. 10, Art. VIII Const. I hereby certify that the same embraces correct copies of all the minutes and papers relating to the case, in my possession, or in possession of the Lodge, and also the original testimony taken at the trial.  
 (SEAL) Fraternally,  
 .....  
 Recording Secretary.

*Form 12—Obligation to Witness to be Administered by the Chairman of the Committee.*

You do sincerely declare upon your honor as an Odd Fellow, that the evidence you shall give in the matter of charge preferred by .....against .....now pending, shall be the truth the whole truth and nothing but the truth. Thus you do affirm.

66. All By-Laws of this Lodge in force before the passing of these By-Laws are hereby repealed; and no motion to repeal, alter, or amend these By-Laws, or any part thereof, shall be put to vote unless two weeks' notice of the same shall have been given in open Lodge, (the reading of the notice from the minutes one week before action to be received as the second notice), or adopted, unless two-thirds of the brothers present and voting vote therefor. Provided that any alteration or amendment necessary to bring them in conformity with the laws of the Sovereign Grand Lodge or the Grand Lodge of this jurisdiction may be ordered at any regular meeting.

## ORDER OF BUSINESS.

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After the Lodge has been opened the following shall be in order of business :

1. Calling roll of officers.
  2. Reading the records of last meeting.
  3. Report of Visiting Committee.
  4. Brothers sick to be reported.
  5. Applications for Degrees.
  6. Report of Investigating Committee and balloting for membership or degrees.
  7. Initiation or conferring degrees.
  8. Propositions for membership.
  9. Bills presented.
  10. Reports of Standing Committees.
  11. Reports of Special Committees.
  12. Unfinished business.
  13. Communications read.
  14. Applications for Cards.
  15. New business.
  16. Good of the Order.
  17. Report of receipts of the evening.
  18. Closing.
- 

I hereby certify that the foregoing By-Laws of Mystic Lodge, No. 18, I. O. O. F., were submitted to the Committee on Laws of Subordinates, and by said Committee indorsed "approved September 24th, 1898."

J. C. P. FRAZEE,

*Grand Secretary.*

## RULES OF ORDER.

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RULE 1.—When the Noble Grand takes the chair, the officers and brothers shall clothe themselves in their regalia, and take their respective stations, and at the sound of the gavel there shall be a general silence, and after the examination of the brethren in the Lodge, and if there be a chaplain, then join with him in prayer. The Lodge shall then proceed to open in due form.

RULE 2.—The Noble Grand shall preserve order, and pronounce the decisions of the Lodge on all subjects; shall decide questions of order without debate, subject to an appeal to the Lodge by any three brothers; on which appeal no brother shall speak more than once, when the question before the Lodge shall be, "Shall the decision of the Noble Grand stand as the judgment of the Lodge?" which question shall be taken by the V. G.

RULE 3.—No question shall be stated unless moved and seconded, nor be open for consideration until stated by the Noble Grand; and when a question is before the Lodge no motion shall be received, unless,

- 1st. To lay upon the table.
- 2nd. The previous question.
- 3rd. To postpone to a particular time.
- 4th. To postpone indefinitely.
- 5th. To re-commit.
- 6th. To refer.
- 7th. To amend.

And they shall have precedence in the order in which they are arranged; and the first two shall be decided without debate.

RULE 4.—No motion shall be made by one brother while another is speaking, and no motion shall be made or seconded without rising and addressing the Noble Grand.

**RULE 5** —Any brother making a motion shall reduce the same to writing at the request of the Noble Grand or any brother ; in which case it shall not be before the Lodge until it be so written, and read from the Secretary's desk

**RULE 6** --No resolution shall be offered to the Lodge except in writing, and signed by the brother offering the same.

**RULE 7.**--No brother shall be interrupted while speaking, except it be to call him to order or for the purpose of explanation.

**RULE 8.**—If a brother, while speaking, be called to order, he shall, at the request of the Noble Grand, take his seat until the question of order is decided, when, if permitted, he may proceed again.

**RULE 9.**—No brother shall speak without rising in his place, respectfully addressing the Noble Grand by his title, and have his name announced by the Chair ; brothers shall confine themselves to the question under debate, and avoid all personalities and indecorous or sarcastic language.

**RULE 10.**—If two or more brothers rise to speak at the same time, the Noble Grand shall decide which is entitled to the floor, and no brother shall speak more than once on the same subject or question, until all who wish to speak have an opportunity to do so, nor more than twice without permission from the Noble Grand. Each brother while speaking shall designate the brother spoken of, by his proper rank and title, according to his standing in the Order.

**RULE 11.**—When a blank is to be filled, the question shall be first taken on the highest sum or number, and the longest time proposed.

**RULE 12** —Any brother may call for the division of a question, when the sense will admit of it, and any five brothers calling for the yeas and nays, they shall be ordered by the Noble Grand to be recorded.

**RULE 13.**—Before putting the question, the Noble Grand shall ask, "Is the Lodge ready for the question?"



If no brother rises to speak, he shall rise and put; and after he has risen to put the question, no brother shall be permitted to speak upon it. While the Noble Grand is addresssing or putting the question, silence shall be observed in the Lodge room.

**RULE 14.**—After any question (except one of indefinite postponement) has been decided, any brother who voted in the majority may, at the same time or next regular meeting, move for a reconsideration thereof; but no discussion of the main question shall be allowed unless reconsidered.

**RULE 15.**—When a brother has been called to order for the manifestation of temper or improper feeling, he shall not be allowed to speak again in the Lodge at that meeting, unless by special permission of the Lodge.

**RULE 16.**—No brother shall vote on any question in which he is immediately interested.

**RULE 17.**—Every brother present (not incapacitated) shall vote, unless for special reasons; provided, this rule does not interfere with the provisions of the By-Laws, regarding new members, etc.

**RULE 18.**—In speaking of points of order, the Noble Grand shall have precedence, but he cannot speak on any other subject, except to state facts within his own knowledge, without previously vacating his Chair, and filling it by a qualified brother.

**RULE 19.**—No brother shall retire without leave of the Noble Grand and during opening, closing, initiation, recess, or taking the yeas and nays, the doors shall be kept closed.

**RULE 20.**—On the call of three members for the previous question the Noble Grand shall put the question in this form: "Shall the main question be now put?" If the motion is carried, the vote shall first be upon all pending amendments, after which upon the main question. If decided in the negative the question shall lie over until the next regular meeting.

**RULE 21.**—Any brother may excuse himself from serving on a committee, if, at the time of his appointment, he is a member of two other committees. No brother can be appointed on a committee when absent from the Lodge.

**RULE 22.**—The first brother named on a Committee shall act as Chairman, until another is chosen by the members of the committee. The mover of a resolution referred to a special committee is usually the first named thereon.

**RULE 23.**—No committee can be finally discharged until all the debts contracted by it have been paid.

**RULE 24.**—A motion to close is always in order after the regular business is concluded, which motion shall be decided without debate.

**RULE 25.**—These Rules of Order may be altered or amended after one week's notice in writing being given, specifying the proposed alteration or amendment, but any one of them, or any clause thereof, may be suspended for the time being by a vote of two-thirds of all present.

**RULE 26** —Brothers, not members of this Lodge, may address the Lodge on receiving permission to that effect from the presiding officer.



