

# CONSTITUTION

AND

**BY-LAWS**

OF THE

## London Masonic Mutual

BENEFIT ASSOCIATION.

---

*Sum deposited towards Guarantee Fund, - \$10,000 00.*

---

ORGANIZED 27th DECEMBER, 1870.  
INCORPORATED 2nd MARCH, 1874.  
AS CONFIRMED 27th JAN'Y, 1875.

---

CLASS A, - - - LIMITED TO 2500  
CLASS B, - - - LIMITED TO 1000

---

1875.

Herald Steam Printing House, London, Ont.

1875  
(84)

## DECLARATION.

In pursuance of the Act 34, Victoria Chapter 32, of the Province of Ontario, entitled, "An Act to amend Chapter seventy-one of the Consolidated Statutes of Canada, entitled, An Act respecting Charitable, Philanthropic and Provident Associations."

We, the office bearers for the time being of the "London Masonic Mutual Benefit Association," established the twenty-seventh day of December, one thousand eight hundred and seventy, *do hereby sign this Declaration* of our wish and determination to become incorporated under and by virtue of the above recited Act of the Province of Ontario, and in compliance therewith, we state in this Declaration that

1. The corporate name assumed by said Society or Association, is the

LONDON MASONIC MUTUAL BENEFIT ASSOCIATION.

2. Its purpose shall be for making provisions, by means of contributions, subscriptions, donations or otherwise, against bodily disability, resulting from loss of sight, hand, arm or leg, or from severe spinal injury, and against death, and for relieving its members, and the widows and orphan children of deceased members.
3. The names of the present office bearers of said Association are George Mignon Innes, President, Robert Lewis, Vice-President, Herman Waterman, George Sunley Birrell, Charles Augustus Sippi, Thomas Beattie, Melville DeBlois Dawson, and Isaac Waterman, Directors, Hamilton Acheson Baxter, Secretary and Treasurer, Alfred George Smyth and John Burnett, Auditors.
4. The mode in which their successors are to be appointed being as follows: The President, the Vice-President, the Directors, and the Auditors shall be elected by ballot by the Members of the Association; the Secretary and the Treasurer shall be appointed by the Board of Directors, which Board shall consist of the President, the Vice-President and the Directors.
5. The character of the Association shall be purely Mutual.
6. It shall consist of several classes of members; the maximum number of members of the first class being two thousand and five hundred, and the maximum number of members of any subsequent class being one thousand; but no subsequent class shall be formed before the preceding class has reached its maximum number of members.
7. The provision against such bodily disability and against death shall be, that the disabled member shall receive, out of the Association, at the rate of Fifty Cents, and the legal representative of a deceased member at the rate of One Dollar for every member, at the occurrence of such disability or death enrolled in the books of the Association as a paying member of that class of which such disabled or deceased member was, at that time, a member; provided, that if a member has received the said Fifty Cents rate, then such legal representative shall not be entitled to receive said One Dollar, but instead thereof, a Fifty Cents rate only.

*(Declaration continued.)*

8. The mode of raising the funds of the Association shall be by an entrance fee, payable by each applicant for membership; by the payment of Fifty Cents by each member, on the call of Secretary, on the occurrence of any such bodily disability of a member, and by the payment of One Dollar, by each member, on the call of the Secretary, on the death of a member.
9. Ample security shall be given to the Association for the safety of its funds, by the parties interested with the same.
10. The details for carrying out the purpose and object of the Association shall be specified in its Constitution, By-Laws, Rules and Regulations, a printed copy of which, marked A, and certified by the President and Secretary of the Association, together with a general statement, marked B, of the nature and amount of all the property, real or personal, held by, or in trust for the said Association, are hereby filed.

IN WITNESS whereof, we, the said office bearers have hereunto set our hands and affixed the seal of the said Association, this second (2nd) day of March, one thousand eight hundred and seventy-four, at the City of London, in the Province of Ontario.

*Executed in Duplicate.*

GEORGE MIGNON INNES, PRESIDENT.	
ROBT. LEWIS, VICE-PRESIDENT.	
HERMAN WATERMAN,	} DIRECTORS.
GEO. S. BIRRELL,	
CHARLES AUGUSTUS SIPPI,	
THOMAS BEATTIE,	
MELVILLE DEBLOIS DAWSON,	
ISAAC WATERMAN,	
HAMILTON ACHESON BAXTER, SEC.-TREAS.	} AUDITORS.
ALFRED GEORGE SMYTH,	
JOHN BURNETT.	

PROVINCE OF ONTARIO, ) I, HAMILTON ACHESON BAXTER, of  
CITY OF LONDON, ) the City of London, Secretary and  
REGISTRY OFFCE. ) Treasurer of the London Masonic  
to wit: ) Mutual Benefit Association, do hereby  
acknowledge the execution of the within Declaration and  
the Duplicate thereof by myself; and I hereby declare the said  
Declaration and Duplicate thereof to have been executed by  
the other parties thereto, in person, namely, by George Mignon  
Innes, Robert Lewis, Herman Waterman, George Sunley Birrell,  
Charles Augustus Sippi, Thomas Beattie, Melville DeBlois  
Dawson, Isaac Waterman, Alfred George Smyth, and John  
Burnett.

Acknowledged and declared before me ) H. A. BAXTER.  
at the City of London, in the Province of )  
Ontario, this second day of March, 1874. )  
No. 17 W. A. GILL, Registrar. )

LONDON

**MASONIC MUTUAL BENEFIT ASSOCIATION.**

*Head Office, Waddell's Building, London, Ont.*

---

**OFFICERS FOR 1875.**

R. W. BRO. REV. G. M. INNES, - - - PRESIDENT.  
R. W. BRO. OTTO KLOTZ, - - - VICE-PRESIDENT.

**DIRECTORS.**

V. W. BRO. R. LEWIS, P. M., Kilwinning, 64.  
V. W. BRO. G. S. BIRRELL, P. M., Tuscan, 195.  
R. W. BRO. F. WESTLAKE, P. M., St. George's, 42.  
W. BRO. M. D. DAWSON, P. M., St. John's, 20.  
BRO. JOHN BURNETT, St. John's, 209a.  
V. W. BRO. C. A. SIPPI, Kilwinning, 64.

**AUDITORS.**

W. BRO. A. G. SMYTH, P. M., Tuscan, 195.  
BRO. R. WADDELL, St. John's, 20.  
W. BRO. H. A. BAXTER, P. M., Kilwinning, 64,  
Sec. & Treas.

CONSTITUTION,  
BY-LAWS,  
RULES AND REGULATIONS

OF THE  
LONDON MASONIC MUTUAL BENEFIT ASSOCIATION.

CONSTITUTION.

1.—The corporate name of this Association shall be the  
"LONDON MASONIC MUTUAL BENEFIT ASSOCIATION."

2.—The object of the Association shall be for making  
provision by means of contributions, subscriptions, dona-  
tions, or otherwise against bodily disability resulting  
from the loss of sight, hand, arm or leg, or from severe  
spinal injury, and against death; and for relieving the  
members and the widows and orphan children of deceased  
members.

3.—The character of the Association shall be purely  
mutual.

4.—It shall consist of several classes of members; the  
maximum number of members of the first of such classes  
shall be two thousand and five hundred, and the maximum  
number of any subsequent class shall be one thousand;  
but no such subsequent class shall be formed before the  
preceding class has reached its maximum number of  
members.

5.—The officers of the Association shall be: a President,  
a Vice-President, six Directors, a Secretary, a Treasurer  
and two Auditors. The President, Vice-President and  
the Directors shall, jointly, form a Board of Directors,

Title.

Object  
of As-  
sociat'ion

No. of  
Mem-  
bers in  
each  
class.

Officers

N.

IDENT.  
IDENT.

42.  
0.

4,  
Treas.

and the offices of the Secretary and the Treasurer may be held by one person.

Time  
& place  
of Annual  
Meeting.

6.—The Annual Meeting of the Association shall be held by its members on the fourth Wednesday in the month of January in each year, at the City of London, in Ontario, at such a place as the Board of Directors may, from time to time determine, and it shall commence at the hour of two o'clock in the afternoon, precisely.

7.—The financial year of the Association shall terminate on the evening of the twenty-seventh day of December in each year.

Seal.

8.—The Association shall have a corporate seal, which shall be affixed to all such documents that have been authorized by the Board of Directors to be issued.

Election  
of Officers.

9.—The Board of Directors and the Auditors shall be elected by ballot by the members present at the annual meeting. If, however, only one candidate for any one office is proposed, he shall be declared elected without such ballot being taken. The President, the Vice-President and the two Auditors shall be elected annually; they shall hold office for one year, and until their respective successors have been elected. The six Directors shall each hold office for two years, and until their successors have been elected; except the six Directors elected at the annual meeting in the year one thousand eight hundred and seventy-five, of whom the last three persons elected shall hold office for one year only, and until their successors have been elected, and at every subsequent annual meeting three Directors shall be elected in the room of those who retire, and shall hold office for two years, and until their successors have been elected; *provided*, that any retiring officer shall be eligible for re-election.

Duty of  
Directors.

10.—The affairs and business of the Association shall be managed by the said Board of Directors, who, or any four of whom, may exercise all the powers of that Board, act in its name, and on its behalf, and use the seal of the Association; they may make, alter, amend or rescind any Rules and Regulations for conducting the meetings of the

Association, or of the Board of Directors, and for all purposes relative to the affairs and business of the Association; and that are not contrary to the Constitution or By-Laws; they, may, in their discretion, accept or reject any application for membership; they may, subject to the By-Laws, appoint, and again, at pleasure, remove from office, the Secretary and the Treasurer; they may appoint, and again, at pleasure, remove from office, District Directors, Local Agents, and other officers or servants, and determine their duties and remunerations; they may fill any vacancy that may occur between the period of election; they shall cancel and declare null and void, the certificate of membership of any member who, by a proper judicial tribunal has been convicted of felony, or who has been expelled by the Grand Lodge, or who, for a term of at least twelve months, has ceased to be an affiliated Mason, or who, for a period of at least two months from the date of the first notice of any one "call to pay," has refused or neglected to pay the sum or sums he has been required to pay, in accordance with the By-Laws of the Association then in force.

The Board of Directors shall, at each annual meeting of the Association, submit to the members thereof, an annual report of the affairs of the Association, both financial as well as otherwise, and as may be more fully defined in the By-Laws, and they shall do all such other acts and things as they may be required to do and perform by the By-Laws.

11.—Each member of the Association must be an Affiliated Mason.

12.—All the rights and privileges of a member, and all benefits arising out of membership in the Association, shall positively terminate and cease for him who has become, and continues to be, for the space of twelve months an unaffiliated Mason, or who, for a period of two months from the date of the first notice of any one "call to pay," has refused or neglected to pay the sum or sums he has been required to pay in accordance with the By-Laws of

Directors Report.

Forfeiture of Members' claim.

the Association, then in force, or who has been expelled by the Grand Lodge, or who, by any proper judicial tribunal, has been convicted of felony, and the Association, shall in either of said cases, be forever released and discharged from any claim or benefit which such member or his representative may seek to enforce against the Association.

Form  
of Ap-  
plicat'n

13.—Application for membership shall be made in such a form as the Board of Directors may, from time to time, determine.

Fee of  
Appli-  
cant.

14.—Each application for membership must be accompanied by the requisite admission fee, according to the tariff in the By-Laws, and such fee shall be returned to the applicant in case the application is rejected, together with the Doctor's Fee of \$2 paid by him.

Fees.

15.—An annual fee of one Dollar shall be paid by each member for the purpose of defraying salaries and other expenses of the Association.

Fee on  
disabi-  
lity and  
death.

16.—A fee of fifty cents shall be paid by each member, on the call of the Secretary, made in accordance with the By-Laws, to meet the claim of a disabled member, and a fee of one dollar shall be paid by each member, on the call of the Secretary, made in accordance with the By-Laws, to meet the claim of the legal representatives of a deceased member.

Provided always, that if a member has received the said fifty cents fee, then, instead of said fee of one dollar, a fee of fifty cents shall be paid by each member, on the call of the Secretary, made in accordance with the By-Laws, to meet the claim of the legal representative of such deceased member.

Disa-  
bility  
claim

17.—Each member, having become bodily disabled, by accident, resulting either from loss of sight, hand, arm or leg, or from severe spinal injury; and upon proper evidence thereof being furnished, as provided in the By-Laws, shall be entitled to receive out of the funds of the Association, a sum equal to fifty cents for each of the members, that at



the time such bodily disability occurred, appear entered upon the books of the Association as regular paying members.

18.—The legal representatives of a deceased member, upon proper evidence of such death and the legal status of such representative being furnished, as provided in the By-Laws, shall be entitled to receive out of the funds of the Association, a sum equal to one dollar for each member, that at the time such death occurred, appear entered upon the books of the Association as regular paying members. Provided always, that if such deceased member has, during his life time, received the said fifty cents fee as provided in the next preceding clause, or the same has been paid over on his behalf, that then the said representatives shall, instead of being entitled to the sum which is equal to one dollar for each member, as aforesaid, be only entitled to a sum which is equal to fifty cents for each member, that at the time such death occurred, appear entered upon the books of the Association as regular paying members.

Death claim.

19.—The admission fees, as provided by the By-Laws, the monies arising out of the calls by the Secretary in accordance with clause 16 of this Constitution; the balance arising out of the annual fee, paid in accordance with clause 15, after payment of salaries and other expenses of the Association for the current year; the interest derived from any deposits or investments; the fine monies and other fees received, shall form a Reserve Fund, to meet the claims of disabled members and the claims of the legal representatives of deceased members, in manner provided in clauses 17 and 18. Such Reserve Fund shall be kept in deposit in one of the Chartered Banks of Canada, to the credit of this Association, as the Board of Directors may from time to time direct, and upon such terms as to interest as they may arrange with such Bank. Provided, nevertheless, that if, at any time, the amount of such Reserve Fund be larger in number of dollars, as the number of regular paying members entered upon the books of the Association for the time being; then such excess of said Reserve Fund may be otherwise invested by the Board of

Reserve Fund.

Directors, as the the members of the Association at the next preceding annual meeting may, by resolution, have determined and directed.

20.—This Constitution may be amended at any of the annual meetings of the Association, by a vote of at least two thirds of the members present thereat, provided that no such amendment shall be proposed or considered unless notice thereof shall have been sent in writing to the Board of Directors, addressed to the Secretary, at least two months before the date of the annual meeting, at which the same is intended to be brought up for consideration, and a copy of such proposed amendment shall have been sent by the Secretary of this Association to every member thereof, at least thirty days before such annual meeting is to be held, and it shall be the duty of the Secretary to send such copy to each member.

Provide for amend'nts



## BY-LAWS.

### BY-LAW, No. 1.

#### MEMBERS.

SECTION 1.—The application for membership shall be made on a printed form and be accompanied by medical and other certificates, according to printed forms, which several forms shall be in accordance with direction of the Board of Directors from time to time, made and furnished by the Secretary on demand.

Form of applic'n

SECTION 2.—The tariff of fees for admission shall be as follows:

F  
Abc  
S  
cate  
Ass  
and  
time  
In  
ther  
plie  
S  
men  
tion  
the  
sam  
quir  
such  
diti  
fite  
at le  
date  
omit  
ciati  
such  
bene  
shal  
P  
of I  
of s  
upon  
may  
right  
nate

For Applicants between 21 and 30 years of age,	\$	3.00			
“ 30 “ 35 “ “		5.00			
“ 35 “ 40 “ “		8.00			
“ 40 “ 45 “ “		12.00			
“ 45 “ 50 “ “		20.00			
“ 50 “ 60 “ “		30.00			

Admission Fees.

Above the age of 60 years, no applications will be received.

SECTION 3.—Each member shall be entitled to a Certificate of Membership, which shall be under the seal of the Association, signed by the President, and by the Secretary, and be in such a form as the Board of Directors may from time to time determine.

Certificates.

In case of loss of such Certificate, and proper evidence thereof being furnished, a Duplicate Certificate may be supplied at a fee of One Dollar.

Duplicates.

SECTION 4.—All calls made by the Secretary for payments under fifteenth or sixteenth clause of the Constitution, must be paid to him within one calendar month from the date of such a call; any member omitting to pay the same shall again be notified by the Secretary, and be required to pay an additional sum of ten cents as a fine for such omission, and if such first call, together with said additional sum of ten cents be not paid to the Secretary within fifteen days from the date of such second notification, and at least two full calendar months have expired from the date of said first call to pay, then the defaulting member so omitting to pay shall cease to be a member of the Association, and all his rights, claims, privileges and benefits as such member, and also all the claims, rights, privileges and benefits of his representatives by virtue of such membership, shall thenceforth cease and terminate.

Relat'n to calls

*Provided* that it shall be in the discretion of the Board of Directors, within the space of three months from the day of said first call to pay, to re-admit to full membership, upon such terms and under such conditions as said Board may determine, any such defaulting party whose claims, rights, privileges and benefits have thus ceased and terminated; but if said three months have expired, such default-

Re-admission

ing party can only be made a member of this Association, by application as provided in the first section of this By-Law.

Evi-  
dence  
of call.

SECTION 5.—The evidence of the Secretary that he has deposited in the Post Office at the City of London, Ontario, a notice in writing or print, or in both, addressed to a member's place of residence as such address appears in such member's application for membership, or in a subsequent notice of change of residence; and that such notice by the Secretary contained in a call for the payment of money as provided by the Constitution or By-Laws, shall be deemed sufficient evidence of a proper notice having been served upon such member.

Remit-  
tances.

SECTION 6.—Remittances of money addressed in a properly registered letter to the Secretary of the Association, are at the risk of the Association.

SECTION 7.—The Association shall not be responsible for money paid to any person other than the Secretary of the Association.

Ch'nge  
of Resi-  
dence.

SECTION 8.—To avoid as much as possible the miscarriage of notices issued by the Secretary, any member changing his place of residence shall within ten days after such change, give notice thereof in writing to said Secretary.

BY-LAW, No. 2.

ELECTION OF OFFICERS.

Nomi-  
nation.

SECTION 1.—Any two members may in writing, nominate another member to any of the elective offices; provided that no member shall be nominated who has not previously declared his intention to fulfil the duties of the office for which he is so nominated, should he be elected.

Ballot.

SECTION 2.—When two or more candidates are nominated for an elective office, a ballot shall take place, but if only one candidate be nominated he shall be declared elected without such ballot.

SECTION 3.—A majority of votes shall be requisite to constitute an election, and should more than one ballot be necessary, the name of the person having the smallest number of votes shall be erased from the list of candidates after each ballot.

Majority.

SECTION 4.—Previous to the election by ballot, the meeting shall appoint two members, not being candidates, to act as scrutineers.

Scrutiny.

SECTION 5.—All members shall have a proxy representation at the Annual or other Special meetings of this Association. No member to hold more than 50 votes or proxies. Secretary to supply each member with printed forms direct, or by local agents, with the notices of such meetings.

Proxy.

### BY-LAW, No. 3.

#### DUTIES OF OFFICERS.

SECTION 1.—The *President* shall preside at all meetings of the Association or of the Board of Directors, at which he is present; in case of an equal division of the members present on any question, he shall give the casting vote; but he shall have no deliberate vote; he shall have the power to call, through the Secretary, meetings of the Association or Board of Directors on his own motion, or on the requisition of three members of the Board, or of twelve non-official members of the Association. The President shall have the custody of the seal of the Association, it shall be affixed to documents by him only, or in his absence by the Vice-President, and in accordance with the instructions of the Board of Directors and in all cases when the seal is used, he shall sign the document to which it is affixed; he shall cause to be carried into effect the decision of the Board of Directors at any meeting duly called; he shall sign all official documents sanctioned by the Board of Directors, to be executed; he shall sign all such money orders or bank cheques, and in such a form as may from time to time be sanctioned or authorized by decision of the Board of Directors at any

President.

meeting duly called, and he shall not sign or grant any money order or bank cheque without such a decision; he may at any time vacate the chair for the purpose of taking part in any discussion which may arise; and he may call the Vice-President or any other member present to preside in his stead.

Vice-  
President.

SECTION 2.—The *Vice-President* in the absence of the President shall preside, and he may call a meeting which it is competent for the President to call.

SECTION 3.—In the absence of both the President and the Vice-President, the members present at any meeting of the Association or of the Board of Directors shall appoint any one of their members to act as *Chairman*.

Directors meeting;  
appointment of Sec-  
retary and Treasurer  
and Committee.

SECTION 4.—The *Board of Directors* (of whom any four shall be a quorum as provided by the Constitution), shall determine and make known, through the Secretary, the place and time of their meetings, which shall be held at least monthly; they shall at their first meeting after the election of officers, appoint a Secretary and a Treasurer, (which two offices as provided by the Constitution, may be filled by one and the same person); they shall at the same meeting appoint from among their own numbers, a Finance Committee and a Committee on Applications; of which Committees the President and the Vice-President shall be ex-officio members.

SECTION 5.—The Board of Directors shall lay before the Annual Meeting of the Association, an *Annual Report* of its affairs, containing the following amongst other particulars, namely:

Annu'l  
Report

- (1). The number of members at the close of the last preceding financial year of the Association.
- (2). The number of applications for membership received during the last financial year of the Association.
- (3). The number of applications for membership accepted during the same period.
- (4). The number of applications for membership rejected during the same period.
- (5). The number of persons that during the same period have ceased to be members.

- (6.) The total number of members at the close of the same period.
- (7.) The name and age of disabled and of deceased members who or whose representatives have made claims upon the funds of the Association, the amount by such members respectively paid into said funds, the amount paid out, or ordered to be paid thereof to them respectively, and the nature of the bodily disability or the cause of the death of such disabled or deceased member.
- (8.) A detailed statement of the receipts and disbursements or payments of the Association during said period, and of the assets and liabilities of the Association at the close of that year.
- (9.) Report of the Permanent Reserve Fund and how invested.

SECTION 6.—The Board of Directors shall cause to be printed, a sufficient number of copies of such Annual Report, and cause the Secretary to forward one of such copies to each member of the Association, at least eight days before the day for holding the then next Annual Meeting of the Association.

SECTION 7.—The retiring Board of Directors shall meet with the newly elected Board on the first Wednesday after their election, and transfer all papers, documents, books and other property of the Association to such newly elected Board.

SECTION 8.—Any member of the Board of Directors who absents himself from two consecutive regular meetings of said Board, unless prevented by sickness or unavoidable absence from the City of London, shall cease to be a member of that Board, and his seat shall be considered vacant; and that vacancy shall be filled as provided by the Constitution.

SECTION 9.—The *Finance Committee* shall superintend the financial affairs of the Association; inspect all accounts and claims referred to them, and report thereon at the next meeting of the Board of Directors; the Finance Committee shall, from time to time, examine the books, accounts, vouchers, and papers of the Secretary and of the Treasurer, and report thereon to said Board, at least once every three months.

Annual  
Report  
printed

First  
Meet'g  
of Dir-  
ectors.

Absent  
Direc-  
tors.

Duties  
of Fi-  
nance  
Com.'s.

Appli-  
cations

SECTION 10.—The *Committee on Applications* shall examine all applications for membership, accept or reject the same and report thereon at the next meeting of the Board of Directors.

Secu-  
rity of  
Secre-  
tary.

SECTION 11.—The *Secretary*, before entering upon the duties of his office, shall give to the President and Vice-President of the Association, such security for the faithful discharge of his duties and the monies received by him by virtue of his office as such Secretary, as may be approved of by the Board of Directors at any of its meetings duly called; and such security shall not be for a less sum of money than double the amount in dollars as the number of names of paying members then entered upon the Books of the Association.

*Provided* that if one and the same person be appointed to fill the offices of Secretary and of Treasurer, then the security to be given by that person before entering upon the duties of his offices shall not be for a less sum of money than \$5000.

Secu-  
rity of  
Trea-  
surer.

SECTION 12.—The *Treasurer* (if that office is not to be filled by the same person appointed to fill that of the Secretary) shall, before entering upon the duties of his office, give to the President and Vice-President of the Association, such security for the faithful discharge of his duties, and the monies that may be intrusted to his care by virtue of his office as such Treasurer, as may be approved of by the Board of Directors at any of its meetings duly called, and such security shall not be less than that required of the person appointed to fill the offices of Secretary and Treasurer combined, and as stipulated in the next preceding section.

Term  
of office  
& give  
notice.

SECTION 13.—The *Secretary and the Treasurer*, whether said offices are combined in one and the same person, or whether the same are filled by two different persons, shall in either case hold office during the pleasure of the Board of Directors; they shall have three months' notice previous to being dismissed from office, except in case of misdemeanor or neglect of duty, in either of which cases the dismissal may be made without previous notice; and a similar three



months' notice shall be given by the Secretary and the Treasurer or either of them, if they or either of them wish to resign.

SECTION 14.—The *Salary* of the Secretary and that of the Treasurer, or both salaries combined, in case both offices are combined, shall be determined by the members assembled at the annual meeting of the Association, and shall be payable in quarter-yearly payments.

SECTION 15.—The *Secretary* shall hold his office at such a place in the City of London, and have it open for business during such hours of the day as the Board of Directors may from time to time determine and direct; he shall correctly and at large record the proceedings of the Association and of the Board of Directors, in such books as the said Board may from time to time direct and furnish for that purpose; he shall conduct all correspondence, sign all certificates of membership, issue all notices of meetings, and of "calls for fees," receive all monies due and payable to the Association, issue proper receipts for the same, keep proper books of accounts of all monies received and paid out for the Association, sign all money orders and bank cheques duly authorized to be issued; he shall, upon receiving any monies for the Association, forthwith pay the same over to the Treasurer of the Association, if he, said Secretary, does not also hold said office of Treasurer; but if he, the said Secretary, also holds said office of Treasurer, he shall then forthwith deposit such monies in such a one of the Chartered Banks of the Dominion of Canada, to the credit of the London Masonic Mutual Benefit Association, of London, Ont., as the Board of Directors may from time to time direct, taking proper receipts for such deposits; he shall lay before the said Board for its inspection, at each of its meetings, the books of accounts of the Association kept by him; he shall make and lay before the said Board, a correct quarterly report of all the receipts and payments of the Association; he shall perform all such other lawful acts and duties as from time to time may be assigned to him by said Board, and he shall on no account, sign any money order or bank cheque, or pay out any money belonging to the As-

Salary  
of Sec.

Duties  
of Sec.

sociation, without positive authority from said Board, duly recorded in the records of its proceedings.

Time  
of calls

SECTION 16.—The *Secretary*, after the Board of Directors have decided the payment of any claim, either against bodily disability or against death, shall, on the fifteenth day of the month next following such decision, issue his "notice of call," for the payment of the fee or fees, as provided in the sixteenth clause of the Constitution, and corresponding to such claim, and the monies paid to the Secretary upon any such call, shall be and form a part of the Reserve Fund, mentioned in the nineteenth clause of the Constitution.

Sec. as-  
sist: Au-  
ditors.

SECTION 17.—The *Secretary* shall assist the Board of Directors, the Finance Committee, and the Auditors, in examining the books of accounts, vouchers and papers requisite in preparing and making out reports as required by the By-Law.

Duties  
of  
Treas.

SECTION 18.—The *Treasurer* (if he is not at the same time the Secretary), shall receive from the Secretary all monies of the Association, give proper receipts for the same, deposit such monies forthwith in such a one of the Chartered Banks in the Dominion of Canada, as the Board of Directors may from time to time direct; countersign all money orders and bank cheques duly authorized to be issued, and that are signed by the President and by the Secretary; keep a correct account of all monies by him received and paid out for the Association; prepare and lay before said Board a correct quarter-yearly report of such monies; he shall on no account sign any money order or bank cheque, or pay out any money of the Association without positive authority from said Board, duly recorded in the records of its proceedings, and shall assist the Board of Directors, the Finance Committee and the Auditors, in examining the Books of Accounts, Vouchers, and Papers of the Association in his possession or keeping, and requisite in preparing and making out reports as required by the By-Laws.

SECTION 19.—The *Auditors* shall audit the books of accounts of the Association, examine the vouchers and papers

of the Secretary and of the Treasurer, and report thereon to the Board of Directors whenever thereunto required by said Board ; they shall, immediately upon the close of the financial year of the Association, and without formal notice to do so, audit the said books and examine the said vouchers and papers, and report thereon to said Board before the ninth day of January next following the date of the close of said financial year.

SECTION 20.—The *Salary* or the emoluments of the Auditors shall be determined by the Board of Directors.

Duties  
of  
Audit's

Salary  
of  
Audit's

#### BY-LAW No. 4.

##### APPLICATION FOR CLAIMS.

SECTION 1.—In case any member desires to apply for a claim against bodily disability, as provided by the second and the seventeenth clauses of the Constitution, he shall send, or cause to be sent to the Secretary of the Association an application to that effect, accompanied by medical and other certificates, in such forms as may from time to time be directed by the Board of Directors, and furnished by the Secretary on demand. The Secretary, upon receipt of such application and certificates, shall forthwith submit the same to the Finance Committee, who shall report thereon to the Board of Directors, and, when approved by said Board at any of its meetings duly called, and the amount payable on such application stipulated and duly recorded in the records of the proceedings of said Board, then the President and the Secretary shall, with all possible speed, issue a bank cheque or money order for such amount, and in favor of such disabled member, who, upon giving a proper receipt for the same, and the amount thereof being endorsed upon his Certificate of Membership, shall, forthwith, receive such bank cheque or money order, and be entitled to draw the money for the same.

SECTION 2.—In case the legal representative of any deceased member, desires to apply for the claim against death as provided by the second and eighteenth clauses of the

Application for Claim  
of Disability.

Death  
Claim.

Constitution, such representative shall send, or cause to be sent to the Secretary of the Association, an application to that effect, accompanied by medical and other certificates, in such forms as may from time to time be directed by the Board of Directors and furnished by the Secretary on demand; and also accompanied by satisfactory evidence of the legal status of such representative, and the Secretary, upon receipt of such application, certificates and evidence, shall, without delay, submit the same to the Finance Committee, who shall report thereon to the Board of Directors, and when approved by said Board at any of its meetings duly called, and the amount payable upon such application stipulated and duly recorded in the records of the proceeding of such Board, then the President and the Secretary shall, with all possible speed, issue a bank cheque or money order for such amount and in favor of such legal representative, who, upon giving a proper receipt for the same, and delivering up for cancellation the certificate of membership by virtue of which such claim was made, shall forthwith receive such bank cheque or money order, and be entitled to draw the money for the same.

#### BY-LAW No. 5.

##### QUORUM AT MEETINGS.

Quor'm

SECTION 1.—*Four* members of the Board of Directors as is provided by the Constitution, shall form a quorum at any of the meetings of that Board, and *twenty-five* members of the Association shall form a quorum at any of the meetings held for the members of the Association, and they shall be competent to transact business.

#### BY-LAW No. 6.

Am'nd-  
ment.

SECTION 1.—These By-Laws may be amended, enlarged or repealed by a majority of the members of the Association at any of its annual meetings, provided such amendment, enlargement or repeal is not contrary to the Constitution of the Association.

## RULES AND REGULATIONS.

### RULES OF ORDER.

Section 1.—At all Meetings, except at Special Meetings, the order of business shall be—

- (1) Reading of Minutes of last preceding Meeting, and of Special Meeting (if any), which Minutes, when approved, shall be signed by the Presiding Officer.
- (2) Reading Correspondence.
- (3) Transaction of business arising out of the Minutes or out of the Correspondence.
- (4) Reception and consideration of Reports.
- (5) Election of Officers (at the Annual Meeting).
- (6) Transaction of New Business.

Section 2.—All motions must be presented, in writing, by the member moving the same, contain the names of the mover and seconder, and be read by the Presiding Officer before they are open for discussion. Notices of motion must also be made in writing.

Section 3.—Only two motions in amendments shall be in order at the same time; the one to amend the original motion, and the other to amend the amendment; they shall be put to the meeting in the reverse order in which they are moved.

Section 4.—When any motion or amendment is put to the meeting, no other motion shall be receivable, unless it be the motion—

- (1) To adjourn;
- (2) To lay on the table;
- (3) To put the previous question;
- (4) To postpone indefinitely;
- (5) To refer; or
- (6) To amend.

[Either of these motions, if made, shall have precedence in the order above stated, and the first three thereof, whenever either of them are moved, shall be decided without debate.]

Section 5.—Reports of Committees must be presented in writing, and signed by the Chairman thereof.

Section 6.—When a blank is to be filled up, the question shall first be taken on the highest sum, number or longest time proposed.

Section 7.—Every member, while speaking, shall address the Presiding Officer, and the members shall not interrupt the speaker.

Section 8.—No member shall speak on any subject more than once, except the introducer of the subject under discussion, who shall be entitled to reply. Every member, however, shall have the right to explain himself, subject to the discretion of the Presiding Officer. This section may be suspended by a vote of the majority of the members present at any meeting.

Section 9.—No member shall speak on any subject that has not been committed to writing, and moved and seconded, or which he does not intend to make the subject of a motion.

Section 10.—When the question shall have been finally put by the Presiding Officer, no member shall speak thereon before voting.

Section 11.—Any two members present may require the Yeas and Nays to be entered in the Minutes, but no member shall be permitted to enter thereon the grounds of his dissent, unless by special permission of a majority of members present at such meeting.

#### DISTRICT DIRECTORS.

Section 1.—The Board of Directors may—either on their own motion, or on the recommendation of one or more Lodges in any of the Masonic Districts under the Grand Lodge of Canada—appoint any of the elected Officers of a Lodge or a Past Master, and being also a Member of the Association, and residing in such District, to act as District Director.

Section 2.—It shall be the duty of such District Director to assist in forwarding the business and interest of the Association; to report, from time to time, to the Board of Directors all such matters which he may deem requisite to promote the interests of the Association in general, to guard against, or remove irregularities, or to protect the rights, privileges and benefits of its members within such district, and he shall, to the best of his ability, carry out the instructions of the Board of Directors, from time to time, received by him through the Secretary of the Association.

Section 3.—The remuneration of District Directors shall be in the discretion of the Board of Directors.

#### LOCAL AGENTS.

Section 1.—Each Lodge may nominate any member of the Association for the office of Local Agent, submit such nomination to the Board of Directors through the Secretary of the Association, and, when approved by that Board, the party so nominated shall be enrolled in the books of the Association as a Local Agent, be notified to that effect by the Secretary, and thereafter be a Local Agent for the Association.

**Section 2.**—The duty of a Local Agent shall be, to procure applications for membership, report to the Secretary of the Association any death or disability affecting the claims of a member within such agent's locality or official limits; assist in preparing all requisite papers and certificates, whether for applications for Membership or for claims; receive admission fees and payment on "calls" made by the Secretary; forthwith, on receipt of any such papers, certificates, fees or payments, transmit the same, in a registered money letter addressed to the Secretary of the Association, and carry out, to the best of his ability; the instructions of the Board of Directors, from time to time received by him through the Secretary.

**Section 3.**—The remuneration of a Local Agent shall be: for every application of membership by him procured, sent in and accepted by the Board of Directors, the sum of one dollar, payable out of the funds of the Association; for the remittance of any fee payable by a member on any one call, whether for fifty cents, for one dollar or for more, a fee of five cents, which fee of five cents shall be payable by the member paying such call; a fee of one per cent. upon the amount stipulated by the Board of Directors, as provided in either section of By-Law No. 4, out of said sum payable to claimant. In case where the claim and other papers incident thereto have been forwarded through such Local Agents, but not otherwise, where the parties interested have forwarded the same directly to that Secretary, such aforesaid fee of one per cent. is to be taken into consideration by the Board of Directors in fixing the amount payable upon a claim, and shall be payable to such Local Agent.

**Section 4.**—Expenses for postages or other disbursements on behalf of the Association, made by a Local Agent, shall be accounted for quarter yearly to the Secretary of the Association, and when allowed by the Board of Directors shall be paid to such Agent out of the funds of the Association.

**Section 5.**—All monies paid to Local Agents are paid at the risk of the party so paying the same until such money is received by the Secretary of the Association.

**Section 6.**—All blank forms required by Local Agents shall be furnished by the Secretary of the Association on demand, and at the expense of the Association.

**Section 7.**—A list of such Local Agents shall, from time to time, be prepared by the Secretary, and a sufficient number of copies thereof printed, and he shall furnish each Local Agent with a sufficient number thereof, for distribution among the members within such agent's official limits.

**BOARD MEETINGS.**

**Section 1.**—The Meetings of the Board of Directors, when not otherwise specially ordered or decided by that Board, shall be

Pay of  
Local  
Agents

Postage  
&c.

Risks.

Blank  
Forms.

List of  
Local  
Agents

Meet-  
ings.

held at the office of the Secretary of the Association, on the second Thursday of every month, and shall commence at 12 o'clock, noon, precisely. Provided, that the President, as provided in the By-Laws, may call and fix the time and place for Special Meeting.

Section 2.—The Secretary shall properly notify every member of the Board of Directors of any Regular or Special Meeting intended to be held by that Board.

#### GENERAL MEETINGS.

Section 1.—The Secretary shall cause notice to be given to each member of the Association of any general meeting of the members, whether annual or special, such notice to be distributed through the Local Agents or otherwise.

#### SAFETY OF BOOKS AND PAPERS.

Section 1.—The Books of Account and Valuable Papers of the Association shall be deposited by the Secretary, whenever he retires from the office, in a fire proof safe or vault, furnished him by the Board of Directors in the City of London, Ont.





TION.

---

ion, on the  
ience at 12  
ent, as pro-  
d place for

ery member  
al Meeting

be given to  
ting of the  
distributed

apers of the  
henever he  
rnished him  
t.

