

East Ringwood Lodge

No. 668

*Under the Grand United Lodge of A. F. & A.
Masons of Victoria*



BY-LAWS

7/7/1950

East Kingwood Lodge,

No. 668



PRESENTED TO

.....*Bro.*.....

on his.....

East Kingwood Lodge

this..... *day of*..... 19

.....*Master*

.....*Secretary*

East Ringwood Lodge, No. 668

Of the Antient Fraternity of Free and
Accepted Masons.

(Under the United Grand Lodge of Victoria.)

REGULAR MEETINGS

Held in the

MASONIC HALL, RINGWOOD,

on the

THIRD FRIDAY ON EACH MONTH

At 7.30 p.m.

INSTALLATIONS, SEPT., AT MASONIC
TEMPLE, BOX HILL.

3
"Ringwood and Croydon Mail" Print.

1950.

The East Ringwood Lodge No. 668 was Consecrated by the Grand Master M.W. Bro. Richard Arnold Rowe on the 15th August, 1949, in the Masonic Temple, Box Hill, the Ringwood Lodge No. 382 being sponsors.

The Foundation Members were:—

Wor. Bro. A. J. B. Aird

„ „ J. F. Corr

„ „ R. C. Stoney

„ „ F. B. Bennett

„ „ J. L. Skerrett

Bro. S. A. Brown Bro. E. R. McClean

„ J. Burke „ H. McDonald

„ S. J. Deakin „ W. J. McPherson

„ J. Dewar „ H. J. McLean.

„ L. H. Freedman „ H. E. Parker

„ A. A. Fry „ G. T. Price

„ J. I. Grenfell „ W. T. S. Prowd

„ R. Guest „ E. T. Purser

„ R. F. Herzog „ C. E. Rawson

„ S. G. Horne „ C. A. Roberts

„ L. W. Hunt „ Rev. E. B. Robinson

„ A. J. W. Jay „ J. S. Whiffin

„ A. M. Kofoed „ O. White

„ J. MacLeod „ C. R. Wright

FIRST OFFICERS



Wor. Bro. A. J. B. Aird	W.M.
Wor. Bro. F. B. Bennett	S.W.
Wor. Bro. J. L. Skerrett	J.W.
Bro. Rev. E. B. Robinson	Chaplain
Bro. J. MacLeod	Treasurer
Wor. Bro. J. F. Corr	Secretary
Wor. Bro. R. C. Stoney	D.C.
Bro. L. W. Hunt	Almoner
Bro. R. F. Herzog	S.D.
Bro. A. M. Kofoed	J.D.
Bro. J. S. Whiffin	Organist
Bro. J. I. Grenfell	Choirmaster
Bro. H. E. Parker	I.G.
Bro. J. Dewar	Steward
Bro. A. A. Fry	"
Bro. E. R. McClean	"
Bro. W. T. S. Prowd	"
Bro. E. T. Purser	"
Bro. C. A. Roberts	"
Bro. O. White	Tyler

BY-LAWS

OF THE

East Ringwood Lodge

No. 668

*Under the United Grand Lodge of Antient
Free and Accepted Masons of Victoria*



CONFORMITY TO THE LAWS OF GRAND LODGE.

Allegiance

1. The members of the Lodge hereby acknowledge the supremacy of the United Grand Lodge of Antient Free and Accepted Masons of Victoria, and agree to obey the laws and regulations promulgated in its Book of Constitutions, and those which the Grand Lodge may from time to time enact.

MEETINGS.

Meetings.

2. The regular meetings of the Lodge will be held at 7.30 p.m. or such hour as the Master shall direct, on the Third Friday in each month, in the Masonic Hall, Ringwood, except that on the night of Installation of Master the Meeting may be held in the Masonic Temple, Box Hill if circumstances so require.

Emergency.

3. Emergency Meetings of the Lodge may be held at the pleasure of the Master, but, should an Emergency Meeting be called at the request of a candidate Brother or Brethren for his or their special benefit or convenience, he or they shall pay the expenses incurred in holding such meeting, or a sum not exceeding £2/2/-. No business shall be transacted thereat except that stated in the summons convening such meeting.

Order of Discussions

4. The following shall be the usual order of business, but for convenience it may be varied by direction of the Master after the Minutes have been confirmed.

- Confirmation of Minutes.
- Reading of Private Correspondence.
- Treasurer's Statement.
- Consideration of Notices of Motion.
- Ballots for Candidates.
- Conferring Degrees.
- Lectures or other Instructional Work.
- Reading of Correspondence, Petitions, etc.
- Passing of Accounts.

Reception of Notices of Motion and Propositions for Joining Members, Candidates, etc.

No fresh business other than that expressed in the Summons shall be entered upon after the hour of 10 p.m., except with the consent of the members of the Lodge present.

Discussion.

5. No member, except the mover of a motion, who may reply, shall be entitled to speak more than once on any question without express permission from the Master or Officer presiding.

Any Brother who is desirous of offering any suggestion or proposition must address himself to the Master, standing and while so speaking he shall not be interrupted unless he makes use of unbecoming language or wanders from the subject under discussion.

Voting.

All questions shall be decided by the majority on a show of hands except where a ballot is required by the Book of Constitutions or these By-Laws, and in all cases of an equality of votes the Master or Officer presiding shall have a second or casting vote.

Ballots.

A vote on any question shall be taken by ballot if a majority of the members present by resolution so desire. There shall be no debate on the motion "That the vote be taken by ballot."

Retirement.

No Brother shall leave the Lodge without having previously asked and obtained the Master's permission.

Notice of Motion.

6. No question requiring notice of motion and notice of which has not been inserted in the summons shall be submitted to any meeting of the Lodge unless a two-thirds majority of the members present permit it.

Every notice of motion shall be delivered in writing to the Secretary at or before a regular meeting to ensure correctness in the minutes, and shall be inserted in the Lodge summons, and the vote thereon shall be taken at the next regular meeting unless otherwise determined.

ACCOUNTS.

Accounts.

7. No debts shall be contracted without the consent of the Lodge, nor shall any account be paid unless by cheque signed as provided in By-Law 23.

CANDIDATES.

Ballot.

8. Nomination of Candidates for Initiation and Joining Members shall be made in conformity with the Book of Constitutions. Candidates for Initiation shall deposit the sum of one guinea, with proposal schedule, and shall receive credit for same as part of Initiation fee if admitted. Two black balls shall exclude. No Candidate for Initiation or Joining Member shall be balloted for unless his proposer and seconder be present, except under special circumstances approved by the majority of members present.

Rejections.

9. No Candidate for Initiation or Joining Member who has been rejected by the Lodge shall be again proposed until after a lapse of six months from the date of his rejection, and

no Candidate who has been a second time rejected by the Lodge shall be again proposed until after a lapse of twelve months.

COMMITTEES.

Inquiry.

10. Four members of the Lodge, two of whom if possible, shall be Past Masters, shall be appointed by the Master to enquire into the suitability of every proposed Candidate for Initiation and report immediately to a Committee of Enquiry, consisting of the Past Masters and Principal Officers of the Lodge. Each Candidate for admission into the Lodge must present himself, before the ballot is taken, to the Committee for suitable enquiry and examination. The report of the decision or recommendation of the Committee shall be presented to members by the Secretary after the recommendation of the proposer and seconder of each Candidate.

General Purposes.

11. The Master, I.P.M., Wardens and Secretary shall be a Committee of General Purposes, three to form a quorum, to report on such matters as may be referred to it from time to time by the Lodge.

Installation.

12. The nature of the Installation Banquet and the expenses connected therewith shall be determined by a Committee consisting of the Master, the Past Masters, and the Master-Elect. The expenses so incurred shall be defrayed by the Lodge.

13. The Master and Secretary shall be ex-officio members of all Committees.

MEMBERS.

Country. 14. Any Member residing a distance of twenty (or in any case in which the Committee of General Purposes recommend ten) or more miles from the meeting place of the Lodge may be made a Country Member for such time as he may so reside. Country Members shall be entitled to all the privileges of ordinary members.

Any Member who desires to be placed on the list of Country Members shall apply in writing to the Secretary, and shall state his place of residence.

Special. 15. Any Brother of the Lodge who has rendered important or valuable service to the Lodge or Craft may at a regular meeting of the Lodge, be elected a special member, providing that he obtains at least a two-thirds majority of the votes of the members present, and provided that notice of such proposition has been given at the preceding regular meeting and inserted in the summons.

Honorary. 16. A Brother who has rendered important services to the Lodge or Craft and who is a subscribing member of some other Lodge may, at a regular meeting of the Lodge, be elected an Honorary Member, providing that he obtains at least a two-thirds majority of the votes of the members present, and provided that a notice of such proposition has been given at the preceding regular meeting and inserted in the summons. Honorary membership shall cease if the Brother cease to subscribe to another Lodge.

Change of Address.

17. Every member changing his place of abode shall give notice thereof to the Secretary.

SUBSCRIPTIONS.

Dues.

18. The dues of this Lodge shall be as follow:—

Initiation Fee	£12 12 0
Joining Fee	1 1 0
Annual Subscription (payable quarterly in advance—	
Ordinary Member	4 0 0
Country Member	1 10 0
Special Member	10 6

The financial year of the Lodge shall end on the last day of August in each year.

Arrears.

19. Any Brother whose dues shall be twelve months in arrears may be struck off the Members' roll, in accordance with the Book of Constitutions, unless he become financial or give a satisfactory explanation within one month of receiving notice thereof from the Secretary. Such Brother shall not be permitted to take part in the proceedings of the Lodge until he again become financial. Any Brother whose dues shall be three years in arrears to the Lodge shall thereupon be ipso facto excluded.

Resignation

20. Any Brother may resign from the Lodge at any time by notice in writing delivered to the Master or Secretary, and such resignation shall be recorded in the books of the Lodge. No clearance certificate shall be issued to any Brother until and unless he has paid all dues payable to the Lodge by him to the date of his resignation.

TRUSTEES.

- Trustees. 21. The real estate, now or at any future time, belonging to the Lodge shall be vested in five Trustees, to be elected by the Lodge provided that—
- Removal from Office. (a) The Lodge may at any Regular Meeting remove a Trustee from his office.
- Vacancies. (b) The office of a Trustee shall become vacant, if he shall resign, or shall be removed, or shall die, or be duly excluded from the Lodge, or cease to be a subscribing Member thereto. When the office of a Trustee becomes vacant it shall be filled at the next Regular Meeting of the Lodge, or as soon after as possible.
- Duties. (e) The Trustees shall at all times hold, use, deal with and dispose of the said real estate, and the rents and profits thereof, and the proceeds thereof, if sold, and any sums to be raised on mortgage thereof, for such purposes and in such manner as the Lodge, if in existence, shall from time to time by resolution direct, or, if the Lodge shall not be in existence, as the Board of General Purposes of the Grand Lodge shall from time to time by resolution direct.
- Investments (d) The Lodge may direct that any of the Lodge funds shall be paid to the Trustees for investment on behalf of the Lodge, and direct that any such funds shall be withdrawn from invest-

ment, and paid to the Treasurer of the Lodge. The funds so paid to the Trustees shall be invested in such manner as the Lodge shall from time to time direct, or, in default of direction, then in any manner allowed by law to Trustees for investment of trust funds.

- Records. (e) The Trustees shall keep detailed accounts of all their transactions relating to the funds under their control, and shall submit them, together with the securities, to the Master and Auditors, or any duly appointed person or persons for audit and inspection when required, and shall present at the Regular Meeting in August of each year a report of all business transacted during the past year.
- Resolutions. (f) Any resolution of the Lodge appointing or removing a Trustee, or directing a mortgage, sale, or other dealing of the said real estate, must be carried by the votes of two-thirds of the members present and voting at the meeting. Notice of intention to move any resolution, as mentioned in this by-law, shall be given at the preceding regular meeting of the Lodge, and seven days' notice of any meeting for any object mentioned in this by-law, and of the purpose thereof, shall be sent to all subscribing members, at their addresses last known by the Secretary of the Lodge.

OFFICERS

Election.

22. The election of Master, Treasurer and Tyler shall take place annually by ballot at the regular meeting in August. The election of Master shall be conducted by ballot in the following manner. Each member of the Lodge shall immediately prior to the ballot receive a list of members eligible, and in the square opposite the name of the member whom he wishes to elect he shall place a cross. The papers shall be placed in the ballot box, and examined by two Scrutineers appointed by the Master.

Treasurer.

23. The Treasurer shall receive all moneys, and, within a reasonable time thereafter, deposit the same in an approved bank, to the credit of an account opened in the name of "The East Ringwood Masonic Lodge, No. 668."

Lodge
Account.

He shall make no disbursements until particulars of amounts have been passed for payment in open Lodge except as provided for in By-Law No. 28.

Payments.

He shall keep a book of receipts and expenditure which shall be open at all times during the meetings of the Lodge for the inspection of members. All payments shall be made by cheque signed by any two of the following, the Master, the Treasurer and the Secretary, and if the Lodge by resolution so determines also by a Trustee appointed by the Lodge for that purpose.

Secretary.

24. The Secretary, in addition to the general duties pertaining to his office, shall prepare and issue, at least seven days before every re-

gular and emergency meeting, summonses containing full particulars of every proposition for Initiation or Membership made at the previous meeting. He shall preserve all Grand Lodge Quarterly Communications and all petitions for charitable aid, and carefully index the Minutes of the Lodge. He shall prepare a balance-sheet for the annual audit. He shall be exempt from all dues, and shall receive as honorarium such sum as may, from time to time, be determined by the Lodge.

Tyler.

25. The Tyler shall not allow any Brother, whether member or visitor, to enter the Lodge until he shall have signed the Appearance Book. He shall receive such remuneration as the Lodge shall from time to time determine.

Auditors.

26. A committee of not less than two members shall be appointed at the regular meeting in August to Audit the Accounts of the Lodge, and shall present the balance-sheet and their report on the state of the finances to the regular meeting in October.

INSURANCE.

Insurance.

27. The regalia, jewels, furniture and other Lodge property shall be insured in the names of the Master and Wardens, who for the time being shall hold them in trust for the members of the Lodge. An inventory of the entire property of the Lodge shall be taken annually by the Deacons, and presented to the Master on his Installation.

BENEVOLENT FUND AND BOARD.

Fund.

28. An account entitled "The Lodge Benevolent Fund" shall be opened in the books of the Lodge to which shall be credited quarterly the sum of threepence for each member of the Lodge, and all moneys credited to this fund shall be applied solely to the relief of distress amongst the Brethren of the Lodge in the following manner:—

Board.

(a) This fund shall be administered by a Board of Benevolence, consisting of the Master, Past Masters, Wardens, Treasurer, Secretary and Almoner of the Lodge; this Board is empowered to investigate all applications or recommendations for relief that may be brought under its notice either by the Lodge or by individual Brethren, and to disburse forthwith any sum not exceeding Five Pounds in each case; if a sum in excess of this amount is deemed necessary for the proper relief of any particular case the Board shall report the matter to the Lodge at the first available regular meeting, and the Brethren present at that meeting may by a majority vote authorise the Board to expend such further sum or sums as it thinks fit for the additional relief of the case.

Urgent Appeals.

(b) The Master shall have the power to distribute from the fund a sum not exceeding Two Pounds without the sanction of the Board, and shall report the same at its next meeting.

Records.

(c) Proper records shall be kept of the proceedings at the meeting of the Board and a report thereof made at the next regular meeting of the Lodge and duly entered in the minutes; such report shall not be required to furnish the name of the Brethren to whom relief has been given.

Quorum.

(d) The Board shall meet at call; five to form a quorum.

Appeals.

(e) All appeals to the Lodge from Hospitals, Charitable Institutions, etc., for donations shall also be referred to the Board of Benevolence, which shall have power to distribute a sum not exceeding Five Pounds per annum for such purpose, or such further sums as the Lodge may sanction on the Board's recommendation, provided that such donations shall be paid out of the general funds of the Lodge. A report of all such donations made by the Board shall be made to the Lodge at its next regular meeting.

HALL CONTROL

Hall control

29. No member of the Lodge appointed to represent the Lodge shall be removed or appointed as a Director of the Company formed to control the Ringwood Masonic Hall unless notice has been inserted in the Summons for the meeting at which the matter is to be considered.

BY-LAWS

Infringement.

30. Any infringement of a By-Law or departure from the principles of the Craft shall be visited upon the offending Brother in such

a manner as may be permitted by the Book of Constitutions.

Matters not provided for.

31. Matters not provided for by these By-laws shall be decided in accordance with the Book of Constitutions by a majority of the members at a meeting of the Lodge.

Amendment

32. No new By-law, and no suspension alteration or repeal of any existing By-law shall be made except at a Regular Meeting of the Lodge in pursuance of notice signed by three members given in writing at a previous Regular Meeting. It shall be inserted in the summons for the meeting at which it is to be considered and agreed to by a two-thirds majority of the members present and shall be subject to confirmation by the Grand Master.

Rescission.

33. All By-laws of the Lodge in operation prior to this date are hereby repealed.

Approval.

These by-laws were adopted on the 19th day of May, 1950.

ARTHUR J. B. AIRD,
W. Master
FRANK CORR,
Secretary.

Approved.

THOMAS BAILLIE,
Deputy Grand Master.
WM. STEWART, P.D.G.W.,
Grand Secretary.

Freemasons' Hall,
Melbourne, 7/7/1950.