

## 1. SUPREMACY OF GRAND LODGE

The members of the Lodge hereby acknowledge the supremacy of the United Grand Lodge of Ancient Free and Accepted Masons of Victoria and agree to obey the Laws and Regulations contained in the Book of Constitutions and those, which Grand Lodge may, from time to time, enact.

## 2. MEETINGS

The Regular Meeting of the Lodge shall be held at the Maroondah Masonic Centre, 20-24 Warrandyte Road, RINGWOOD, 3134, on the first Thursday of each Month, except January, at 7:30pm or any other hour deemed necessary by the Master, the time to be inserted in the Summons.

## 3. EMERGENCY MEETINGS

When the Master shall convene a Lodge of Emergency, the expenses thereof shall be paid out of the funds of the Lodge, but if he shall call a meeting at the request of any Candidate, Brother or Brethren, he may, at his discretion, require such Candidate, Brother or Brethren to pay an amount, to be determined from time to time, towards such expenses.

## 4. NOTICES OF MEETINGS

Ten days notice of each Regular, Special or Emergency Meeting shall be given by Summons to each member by the Secretary and such Summons shall clearly state the Business to be transacted at the Meeting. Notice shall be deemed to have been given 4 days after posting of the Summons to the address of the member shown in the records of the Lodge

## 5. ORDER OF BUSINESS

Subject to the order of the Master, the usual order of business shall be as follows:

1. Confirmation of Minutes.
2. Grand Lodge Correspondence.

3. Treasurers Report and passing of Accounts.
4. Correspondence and other matters requiring immediate action by the Lodge.
5. Ballots for Candidates and Vote for Joining Members.
6. Conferring of Degrees.
7. Notice of Quarterly Communication of Grand Lodge.
8. General correspondence, letters, etc.
9. To receive Notices of Motion.
10. Propositions for new Candidates and Joining Brethren.

No new business shall be entered upon after the hour of 10.00pm. unless the Master deems it necessary to do so.

#### 6. CHANGE OF ADDRESS OF MEMBERS

Any member changing his address shall at once notify the Secretary in writing.

#### 7. CONDUCT OF BUSINESS

At the first stroke of the Master's gavel strict silence and order shall be observed in the Lodge.

No brother shall be permitted to speak more than once on any question without the express permission of the Master, except the mover, who shall be entitled to reply.

When any subject is under discussion in the Lodge, any Brother desirous of speaking thereon shall confine himself to the question and address himself, standing, to the Master; no Brother shall interrupt the speaker, except through the Master. If two or more Brethren rise at the same time the Master shall name the Brother whom he first observed.

All matters in the Lodge shall be decided by the votes of the majority of the Brethren present and qualified to vote, except where a ballot is required by the Book of Constitutions or these By-Laws. In cases of equality the Master shall have the casting vote in addition to his own vote as a member.

8. NOTICE OF MOTION

Every Notice of Motion shall be given in Open Lodge and delivered in writing to the Secretary, signed by the mover to ensure correctness in the Minutes and shall be inserted in the Summons for the meeting at which it is to be considered.

~~9.~~ 9. ELECTION OF OFFICERS The Master for the ensuing year shall nominate himself in writing to the Secretary prior to the June meeting.

A nominee for the position of Master shall have been a Master Mason in a Craft Lodge in Victoria for a period of at least five (5) years prior to his Installation unless a dispensation shall have been obtained from the Grand Master, and shall have

a. served for one year the office of Master in a regular Lodge warranted under Grand Lodge or any sister Constitution recognised by Grand Lodge, OR

b. served for one year the office of Warden in the Lodge in which he has nominated, OR

c. served for one year the office of Warden in any other regular Lodge warranted under Grand Lodge or any sister Constitution recognised by Grand Lodge. Provided that no Past Warden of another Lodge shall be eligible for nomination and election unless previously to such nomination a dispensation shall have been obtained from the Grand Master exempting him from service as a Warden in the Lodge in which the election is to take place.

In the event that only one nomination is received, the brother nominated shall be declared duly elected. If more than one nomination is received, the Lodge shall proceed to elect its Master by ballot, such ballot to take place at the July meeting prior to the Installation.

The ballot paper for such election shall list the names of the nominated candidates according to the order of Senior Warden, Junior Warden and sitting Master, followed by Past Masters in order of seniority  
~~be elected by Ballot at the Regular Meeting in the Month of July. Voting shall be in the following manner:~~

~~A copy of the list of names of all members eligible for election of as Master shall be handed to each member present.~~

The method of voting shall be for each member to place a cross opposite the name of the candidate whom he wishes to elect. The Brother who obtains the greatest number of votes shall be declared elected.

The Master for the time being, on this and all other occasions when there is an equality of votes shall, in addition to his own, have a casting vote.

A meeting of Past Masters shall be held within two weeks after the election of the Master for the ensuing year, at which the Master Elect shall submit, for discussion, the names of his proposed Officers.

The Treasurer, Tyler, two Past Masters and two Master Masons on the Committee of General Purposes and (2) two Auditors, shall be elected annually at the Regular Meeting in the Month of July.

The Treasurer shall be elected by Ballot, but if one candidate only be nominated he shall be declared elected.

The Tyler shall be elected by a show of hands.

The Master Elect shall be installed and the Officers elected and appointed shall be invested at the Regular Meeting in the Month of September.

## 10. PAST MASTERS JEWEL

A Past Masters Jewel or other suitable presentation may be made to the retiring Master on the night of the installation of his successor, provided that a majority of the members present and voting at a previous meeting agree to such purchase.

## 10b. HONORARIA

On the recommendation of the Committee of General Purposes, the Lodge may resolve to make payment to any Officer of an honorarium for services rendered.

## 11. DUTIES OF OFFICERS

### a) Secretary.

The Secretary shall, under the direction of the Master, issue Summonses for all meetings of the Lodge and its Committees, keep correct Minutes of same, conduct the correspondence of the Lodge, keep proper Accounts and Financial Statements separate from those of the Treasurer and pay over all monies received by him to the Treasurer at the close of meetings, taking the Treasurer's receipts for same. He shall keep a correct register of the Members of the Lodge, with the dates of their Initiation, Passing, Raising or Joining. He shall prepare the required returns for Grand Lodge and retain copies of same. He shall be ex-officio a member of every Committee and be exempt from ~~all~~ dues. He shall ensure that all property belonging to the Lodge is kept insured to its full insurable value through the Grand Lodge Group Insurance Scheme and by such additional insurance policies as the Lodge may consider necessary.

### b) Treasurer

A bank account shall be opened in **the name of the Lodge**, in such bank as the Lodge may from time to time determine. The Treasurer shall pay into such account, within seven days, all monies received by him and shall keep books in which all accounts of receipts and payments shall be regularly stated so as to disclose at one view the amount of cash on hand. Such books shall be made available for inspection at every Lodge Meeting.

All payments duly approved in Open Lodge shall be made by cheque, signed by any two of Treasurer, Secretary or Assistant Secretary. The Treasurer shall prepare for Audit the Annual Statement of Accounts and Balance Sheet. A copy of such documents, duly Audited, shall be circularised to each subscribing member **and submitted for adoption** at the Regular Meeting on or before December.

### c) AUDITORS

The Auditors elected under **By-Law No.9** shall audit the Annual Statement of Accounts and Balance Sheet and submit their report at the Regular Meeting of the Lodge at which such documents are submitted for adoption.

d) TYLER

The Tyler shall attend regularly and punctually all meetings of the Lodge, prepare the Lodge Room for business at the appointed time, see that every Brother is properly clothed and signs the Appearance Book before entering the Lodge.

12. FEES AND SUBSCRIPTIONS

The scale of fees shall be as resolved from time to time by the members, in pursuance of notice given at a prior Regular Meeting.

In order to provide the Lodge with funds to enable it to make its contributions to Grand Lodge under the provisions of the Book of Constitutions, each Member shall pay to the Lodge a further and additional sum each year, at the same time and under the same conditions as he pays the Annual Subscription, such sum as the Grand Lodge shall from time to time determine, PROVIDED THAT in the event of any member being a subscribing member of any other Lodge which appears prior to this Lodge on the register of the Grand Lodge of Victoria, then during the period of his membership of such Lodge and upon proof to the Secretary of this Lodge of his payment of all dues to such Lodge, he shall not be required to pay to this Lodge the said additional sum. The financial year of the Lodge shall terminate on the last day of August.

13. SPECIAL MEMBER

Any Member who has rendered continuous and valuable service to the Lodge may on the recommendation of the Committee of General Purposes be elected a Special Member of the Lodge thereof, at a Regular Meeting and in pursuance of notice given at a prior Regular Meeting. He shall have all rights and privileges of an ordinary Member and shall pay one half of the domestic dues of a full member. Requests for consideration of any Member to be made a Special Member must be submitted in writing to the Secretary detailing the basis on which consideration should be made

14. HONORARY MEMBER

A Brother may be elected an Honorary Member at a Regular Meeting and in pursuance of notice given at a prior Regular Meeting. He must be a subscribing member of another Lodge under the Grand Lodge and if at any time he ceases to be a subscribing member his honorary membership thereupon lapses. He may attend meetings of this Lodge, partake of refreshments, but has no other rights or privileges other than receiving a notice of each meeting of the Lodge.

15. ARREARS OF DUES

Any member who is twelve months in arrears shall be written to by the Secretary, informing him thereof and if he does not attend to such notice and pay the dues then owing within one month, he may be ~~summoned to show cause why he should not~~ excluded in accordance with the Book of Constitutions.

## 16. CANDIDATES FOR INITIATION

Before any proposition for Initiation can be made, the form of application set out in the Second Schedule of the Book of Constitutions shall be completed and signed by the Candidate, his Proposer and Seconder and handed to the Secretary, with a deposit to be determined from time to time by the Lodge.

The decision of the Brethren in respect to each Candidate shall be ascertained by ballot. Three (or more) black balls shall exclude. If the Candidate does not present himself for Initiation within twelve months after election, his proposed candidature shall be cancelled and the deposit refunded. In the event of his rejection, the deposit shall be refunded. No person who shall have been twice rejected can again be proposed.

## 17. COMMITTEE OF INQUIRY

The Lodge shall elect ~~as required at the Regular Meeting in July~~ a Committee of Inquiry of a minimum of three (two of whom at least shall be Past Masters), to inquire into the character and fitness of each candidate for Initiation. The Committee shall report in writing to the Master the results of its inquiries prior to the ballot.

## 18. JOINING MEMBERS

The vote for a Joining Member shall be in accordance with the Book of Constitutions. Such vote shall be by a show of hands and decided by three-fourths majority of those present and entitled to vote. If the vote be against admission, the joining fee paid at the time of proposition shall be refunded to the candidate.

## 19. WITHDRAWAL OF CANDIDATES

Upon confidential information being made to the Master that a proposed Candidate or Joining Member may be rejected, the Master may allow the Proposer to withdraw the nomination of such Candidate at any time before his name has appeared on the Summons; or, at the request of the Proposer and Seconder, by the resolution of the Lodge prior to Ballot or Vote.

## 20. COMMITTEE OF GENERAL PURPOSES

~~The All of the Members of the Lodge shall be deemed to be members of the~~ Committee of General Purposes ~~shall consist of the Master, Wardens, Treasurer, Secretary, Assistant Secretary, two Past Masters and two Master Masons elected annually in July.~~ Five members, including at least three Worshipful Brethren, shall comprise a quorum. The Committee shall meet not less frequently than once in every three months.

## 21. LODGE PROPERTY

The whole of the property of the Lodge, of whatever description real or personal, including the furnishings, regalia and any movable equipment of the Lodge, is hereby invested in the Trustees.

## 22. BENEVOLENCE FUND

A percentage, to be determined from time to time, of the Annual Subscription received from each member shall be credited to the Lodge Benevolence Fund.

All grants by the Lodge of a benevolent of charitable nature shall be voted from the Lodge Benevolence Fund. The Master may, in urgent cases, give a sum of \$50,00 to a member or his dependents without reference to the Lodge, but he shall report on any such action at the next Regular Meeting.

## 23. DISTRIBUTION OF ASSETS

Notwithstanding anything contained in these By-Laws, the Lodge is prohibited from making distribution, whether in money, property, or otherwise whatsoever, of any assets belonging to the Lodge to its members, provided however that this By-Law shall not prevent payment in good faith of remuneration to any Officers or servants of the Lodge, or of Benevolence payment for which provision is made in the By-Laws.

## 24. TRUSTEES

The Real Estate now or at any future time belonging to the Lodge shall be vested in three Trustees.

A Lodge may at any Regular Meeting remove a Trustee from his office.

The office of a Trustee shall become vacant if he shall resign from same, die, be duly excluded from the Lodge or cease to be a subscribing member thereof.

When the office of a Trustee shall become vacant it shall be filled at the next Regular Meeting of the Lodge or as soon as possible thereafter.

The Trustees shall, subject to the provisions of any existing Trust, at all times hold, use, deal with and dispose of the said Real Estate, the proceeds thereof (if sold) and any sum raised in Mortgage thereof, for such purposes and in such manner as the Lodge, with the approval of Grand Lodge, shall from time to time direct. 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 investment 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.

The Trustees shall present annually to the Lodge a report of all business transacted by them during the past year and shall keep detailed accounts of all their transactions relating to the funds under their control and submit the same, together with the Securities, to the Master and Auditors, or any duly appointed person or persons, for audit and inspection when required. Any resolution of the Lodge appointing or removing a Trustee or directing the Mortgage or sale 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 in the preceding Regular Meeting of the Lodge and seven days notice of any meeting for any object mentioned in this By-Law, and the purpose thereof, shall be sent to all subscribing members at their addresses last known by the Secretary of the Lodge.

## 25. SOCIAL COMMITTEE

This Committee shall consist of a minimum of three members in addition to not more than two members nominated by the Master. The Master, Treasurer and Secretary shall be ex-officio members of this Committee. A members Lady may hold office on the Committee,

A financial statement of Revenue and Expenditure, as at the fast day of August shall be prepared and certified by the Lodge Auditors and presented to the Lodge at the December meeting each year.

The Social Committee shall maintain a bank account titled "Eastland Lodge No 772 Social Committee", with any two of the following Officers viz Treasurer, Social Secretary and Lodge Secretary, being authorised to operate the account.

Profits from functions shall be dispersed as the Lodge may from time to time direct.

#### 26. CASES NOT PROVIDED FOR IN THESE BY-LAWS

Cases not provided for in these By-Laws shall be decided on by a majority of the Brethren present at a Meeting of the Lodge, at which the same may be regularly introduced, according to the mode prescribed in such cases by the Book of Constitutions, or by any of these By-Laws.

#### 27. AMENDMENTS TO BY-LAWS

No new By-Law nor any alteration or repeal of any existing By-Law shall be made except at a Regular Meeting of the Lodge and in pursuance of notice given in writing at a previous meeting.

Notice of proposed new By-Law, amendment or repeal shall be inserted in the Summons for the meeting at which it is to be considered and it must be agreed to by two-thirds of the members present and voting and be subject to approval of the Most Worshipful Grand Master.