

By-Laws
for
Niagara A District
Grand Lodge
of Ancient Free and Accepted Masons of Canada
in the Province of Ontario



Niagara A District By-Laws 2018

Accepted at Niagara A District Mid Term Meeting

January 15, 2018

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PREFACE

Beneath our lofty ideals there has to be an organizational system that supports, guides and trains members enacts rules to control their interaction with one another and raise funds to pay accounts.

Our highest governing body is the Grand Lodge of Ancient Free and Accepted Masons of Canada in the Province of Ontario. Within the governance of that jurisdiction, specific regulations are enacted by each constituent Lodge to control the actions of members and set out duties of officers and responsibilities of certain committees.

At the mid term District meeting held on January 28, 2015 in Niagara on the Lake, a suggestion was put forward to prepare a set of guidelines for Niagara A District. This document was prepared in response to that directive.

LODGES OF NIAGARA A DISTRICT

Lodge Name and Number	Location	Year Instituted
Niagara No. 2	Niagara on the Lake	1792
St George's No.15	St Catharines	1814
Amity No. 32	Dunnville	1850
Maple Leaf No. 103	St Catharines	1858
Ivy No. 115	Beamsville	1859
Mountain No. 221	St Catharines	1870
Seymour No. 277	Port Dalhousie	1872
Temple No. 296	St Catharines	1873
Dufferin No. 338	Wellandport	1876
Coronation No. 502	Smithville	1913
Adanac No. 614	St Catharines	1922
Perfection No. 616	St Catharines	1922
St Andrew's No. 661	St Catharines	1949
Grantham No. 697	St Catharines	1958
Brock Daylight	St Catharines	2003

PREAMBLE

For the purpose of securing order and regularity, and with a view of promoting harmony and decorum, the brethren of the constituent Lodges of Niagara A District on the Register of the Grand Lodge of Ancient Free and Accepted Masons in the Province of Ontario, enact and agree to these Guidelines.

ARTICLE I – IDENTIFICATION

Section 1 – Name

This District shall be known by the name of Niagara A District on the Register of Grand Lodge of Ancient Free and Accepted Masons of Canada in the Province of Ontario and embraces the constituent Lodges with meeting locations as indicated in the aforementioned listing.

ARTICLE II – DUTY TO GRAND LODGE

Niagara A District acknowledges the supremacy of the Grand Lodge of Ancient Free and Accepted Masons of Canada in the Province of Ontario and shall, at all times, pay respect and obedience to its' Constitution, Laws, Orders, Rules and Regulations.

ARTICLE III – MEETINGS

Section 1- Regular Meetings

Four regular District Meetings, chaired by the presiding District Deputy Grand Master, or the Immediate Past District Deputy Grand Master in his absence, shall be held as follows:

- a. At Grand Lodge on the Wednesday of the Annual Communication in a room and hour as specified by Grand Lodge. In addition to regular District business, this meeting is to:
 - i. Elect District Deputy Grand Master (DDGM)
 - ii. Conduct a 2nd ballot for the Office of Grand Master and or Deputy Grand master, should one be required
 - iii. Reading of those Passed to GLA during past year
 - iv. Permit the DDGM to introduce himself and (The) District Secretary

- b. Within the District in a venue at the discretion of the presiding District Deputy Grand Master and normally held in the evening at the end of August. The exact date and time of this meeting is to be announced by the District Deputy Grand Master (DDGM) at the District meeting at the Annual Communication of Grand Lodge. In addition to regular District business, this meeting is to:
 - i. Permit the DDGM to introduce his District Team and Committees
 - ii. Permit the DDGM to present his trestle board and to communicate Grand Lodge and Grand Master initiatives and directives to the District Brethren.
 - iii. Permit the DDGM to present his expectations and Lodge assessments for upcoming year
 - iv. Permit the DDGM to announce his District Charity
 - v. Address other business as directed by the DDGM
 - vi. Present the budget for the upcoming Masonic Year

- c. Within the District in a venue at the discretion of the presiding District Deputy Grand Master and normally held during the month of January. In addition to regular District business, this meeting is to: update the district, review the budget,

- d. Within the District in a venue at the discretion of the presiding District Deputy Grand Master and normally held during the month of June. In addition to regular District business, this meeting to: review budget and any other business

Section 2- Emergent Meetings

Emergent meetings may be held at the discretion of the District Deputy Grand Master for just and lawful reason(s) and upon proper and reasonable notification thereof.

Section 3 – Attendance

Attendance at District meetings is open to all Brethren in good standing of Niagara A District constituent Lodges and others by invitation or permission of the District Deputy Grand Master; however the right to speak and vote on motions is restricted to those Brethren so entitled in accordance with the Constitution. All attendees must sign the register.

Section 4 - Voting

1. Voting on any changes to these District By-laws will be as follows
 - a. All Lodges within the District will receive all proposed changes 6 – 8 weeks prior to the meeting in which they will be voted on
 - b. Lodges will only have one vote – Sitting Master will carry the vote
 - c. If a Lodge cannot attend the meeting, a proxy on Lodge letterhead and signed by the Master and Secretary will be accepted – DDGM must be notified in advance
 - d. In case of a tie vote, The presiding DDGM will cast a vote
2. Voting on items within the by-laws will be by a show of hands at the meeting

ARTICLE IV – ELECTIONS AND APPOINTMENTS

Section 1- District Officers

The District Officers whether elected or appointed shall be members in good standing of constituent Niagara 'A' Lodges. As these Officers assist in the managing the affairs of the District, they should also be of Master Mason rank.

Section 2- District Deputy Grand Master

The District Deputy Grand Master shall be elected at the annual regular meeting held at Grand Lodge at a time and place specified by Grand Lodge for that particular annual communication. Refer to Sections 50, 51, 52 and 65 of the Constitution.

Section 3- District Secretary

The District Secretary shall be appointed by the District Deputy Grand Master.

Section 4- District Treasurer

A District Treasurer shall be appointed by the District Deputy Grand Master

Section 5- District Financial Auditors

Two Financial Reviewers from the District shall be appointed by the District Deputy Grand Master to act during his term of office.

Section 6 District Lodge Co-Ordinator

This position is appointed by the District Deputy Grand Master and normally filled by the upcoming District Deputy Grand Master.

Section 8 – Other District Chairpersons

The DDGM may appoint such other Committees and Chairmen as determined by the DDGM As he deems fit during his term of office only

These above noted committees may or may not have additional members aside from the Chair.

ARTICLE V – DUTIES OF DISTRICT OFFICERS AND COMMITTEES

Section 1 – District Deputy Grand Master

The powers and duties, regalia and insignia and election of the District Deputy Grand Master are as outlined in the Constitution of The Grand Lodge of Canada in the Province of Ontario under the following sections:

- a. Powers and Duties, reference Sections 96-109
- b. Regalia & Insignia, reference Sections 399-402
- c. Election, reference Sections 50-52- 65
- d. Complete Grand Lodge condition of masonry form L3 for each Official Visit

Section 2- District Secretary

His duties, under the direction of the DDGM are as follows:

- a. Maintain the minutes, properly recorded, of all District meetings.
- b. Send an invoice to each lodge by October 1 of the current year indicating the amount of District Dues owed by each lodge. The June (of the current year) Grand Lodge Assessment will be used for the number of members per lodge. All monies are due the office of District Deputy Grand Master by November 1, of the current year. The amount of Lodge dues per person will be voted on at the August meeting hosted by the DDGM. Give this money to the District Treasurer
- c. Prepare such correspondence as may be necessary and specified by the DDGM
- d. Attend with the DDGM at all his Official Visits and examine the records of the District constituent Lodges and report his findings to the DDGM.
- e. Prepare a Trestle Board and a Summons for distribution to District constituent Lodges in nominal quantities, to advise them of the Calendar of Events for the ensuing year and agenda for upcoming District meetings.
- f. Carry out other such duties as may be detailed by the District Deputy Grand Master.
- g. Complete L2 forms
- h. To maintain a list of deceased brethren within the District during his term of office and deliver the necrology at the District meeting in July.

Section 3- District Treasurer

- a. Together with the DDGM prepare a budget for the ensuing year – to be presented at the August meeting
- b. Receive all District Assessment monies collected by The District Secretary
- c. Pay all authorized District bills.
- d. In accordance with Article 108 of the Constitution, (end of term) prepare a financial statement of the receipts and expenditures pertaining to the District Deputy Grand Masters term of office for distribution to the District constituent Lodges by Sept 1 of current year

Section 4- District Financial Reviewers

The District Financial Reviewers shall review the District Treasurer financial statement of receipts and expenditures and record books covering the past year accounts and submit their findings, along with any recommendations to the DDGM at the local District meeting held in August following the DDGM's term of office.

Section 5 – District Chaplain

- a. To arrange in concert with the DDGM, the annual District Divine Service.
- b. Other duties as assigned by the DDGM
- c. Any requests by the Lodges within his discretion.

Section 6 – District Historian

The duties of the Historian are to record and report, in particular, the outstanding events of the District and individual Lodges so that the brethren of the future may know and appreciate the past.

Section 7- District Masonic Education

This Committee may consist of a Chairman with the power to add members with DDGM's approval. The requirements of Sections 136(k) and 139-142 of the Constitution are to be observed. At least one District Masonic Education session shall be arranged and this could be in concert with the traditional Grand Lodge program.

Section 8 – District Blood Donors

Promote Blood Donors

Section 9- District Photographer

The duty of this Chairman is to attend Official Visits and other special events of the District and pass the photographic images to the District Web Site Chairman.

Section 10- Mentors and Friend to Friend

This Committee may consist of a Chairman with the power to add members with DDGM's approval. The duties are to liaise with District constituent Lodges regarding the Grand Lodge Mentor and Friend to Friend programs and assist and encourage implementation.

Section 11- District Lodge Co-Ordinator

The Chairman of this committee has traditionally been assigned to the upcoming DDGM . The duties are to ensure that the Lodges in Niagara A District are co-ordinated with respect to their planned events not only with each other but with concordant bodies within our jurisdiction.
(should travel with the DDGM and get noticed as the next DDGM for the district)

Section 12- District Computer Resources and Web Site

The duties, in liaison with the Grand Lodge Committee are to:

- a. Set up and maintain the District Web Page and advise individual Niagara A Lodges on their own web sites. (with consultation of the current DDGM)
- b. Provide advice to individual Niagara A Lodges related to computer resources.
- c. Will be paid an honorarium per year, payable at the last meeting in June. The amount will be voted on at this meeting.

Section 13- Masonic Foundation and Benevolence

Assist with any enquires for assistance

Section 14- Long Range Planning

Promote and assist the different Lodges with this endeavour

Section 15 – Masonic CHIP Program

Promote the CHIP Program and assist in putting on a CHIP

Section 16- Protocol and Etiquette

Assist the different Lodges with Protocol and Etiquette issues both in the Lodge room and the banquet hall.

Section 17- Cornerstone

Promote and assist with Cornerstone Project

ARTICLE VI FINANCIAL ADMINISTRATION

Section 1- Fiscal Year

In accordance with Article 108 of the Constitution, the fiscal year for Niagara A District shall be concurrent with the District Deputy Grand Master's term of office.

Section 2 – General Fund

The Treasurer shall maintain a general account in a financial institution approved by the District membership, under the name Niagara A District, into which all monies shall be deposited and from which all normal expenses of the District shall be paid.

Signing authority for the issuance of cheques shall be the combination of any two of the District Deputy Grand master, District Treasurer and District Secretary.

Section 3- Funding

Funds shall be collected from the District constituent Lodges. The District Secretary will send an invoice to each lodge by October 1 of the current year indicating the amount of District Dues owed by each lodge. The June Grand Lodge Assessment (of the current year) will be used for the number of members per lodge. All monies are due the office of District Deputy Grand Master by November 1, of the current year. The amount of Lodge dues per person will be voted on at the August meeting hosted by the DDGM. (Current dues are \$6 per member of each lodge.)

Section 4 – Expenditures

The following Expenditures will be covered within budget guidelines

1. Trip return mileage for the D.D.G.M. to attend each Official Visit, Installations, any Initiations he is requested to attend and all Masonic Services – from the residence of the D.D.G.M. to each Lodge building (per kilometer rate will be voted on annually)
2. Trip return mileage for the District Secretary to attend each Official Visit (per kilometer rate will be voted on annually)
3. Cost of printing a Trestle Board
4. Cost of maintaining the District Web Site
5. Cost to support a Devine Service
6. Cost of Right Worshipful Regalia, carrying case and Grand Lodge jewel conversion for the incoming D.D.G.M.
7. Cost of Very Worshipful Regalia, carrying case and Grand Lodge jewel for the outgoing District Secretary (this will only apply if the D.D.G.M. has put the District Secretary's name forward for a Very Worshipful appointment) This does not include any other Grand Lodge appointments Each lodge is responsible for the appointments they put forward.

8. Cost of 4 nights accommodation at the Annual Communication of Grand Lodge. These 4 nights are at the end of the D.D.G.M. term in Office (maximum of \$1,000.00)
9. Cost of an overnight stay (if required) to attend the mid-term meeting with the Grand Master

ARTICLE VII DISTRICT ROTATION SYSTEM

Section 1- General

By mutual agreement among the Lodges of Niagara A District, a rotational system for the office of the District Deputy Grand Master was established in 1935, and deemed to commence in 1931. The order was re-affirmed in 1942; amended in 1949, 1962 and 2005 in order to accommodate new Lodges in the District.

At the District meeting in June, the lodge that is scheduled for the DDGM appointment in 3 years time, will come forward and confirm as such. If the lodge comes forward and declines the DDGM appointment

- a) The DDGM preceding this lodge will be required to serve a two year term
- b) Lodges can change position in the rotation on a one time basis

Also at this meeting, any requests for changes to the rotational schedule will be brought forward.

APPENDIX A – D.D.G.M. ROTATION WITH CHANGES

2012- 13		
2013 - 14		
2014 - 15		Dufferin No. 338
2015 - 16		
2016 - 17	Coronation No. 502	
2017 - 18		St. Andrew's No. 661
2018 - 19	Brock No. 745	
2019 - 20	Mountain No. 221	
2120 – 21	Adanac No. 614	
2021 - 22	Temple No. 296	
2022- 23	Ivy No. 115	
2023 – 24	Niagara No. 2	
2024 – 25	Perfection No. 616	
2025 – 26	Amity No. 32	
2026 – 27	Seymour No. 277	
2027 – 28	Maple Leaf No. 103	
2028 – 29	Dufferin No. 338	
2029 - 30	Grantham No. 696	

ARTICLE VIII – DISTRIBUTION

A paper copy of the current approved version of the Niagara A District Guidelines shall be provided to the DDGM and District Secretary as well as to every Lodge which is now or becomes a member of this District. .

A Portable Data Format (PDF) version of the current approved District Guidelines will be sent to each District Officer, District Committee Chairman and each Lodge to ensure the current version is in their possession. Furthermore, the current approved version of the District Guidelines shall be published as a PDF document on the Niagara A District website and available for download by any member of the District