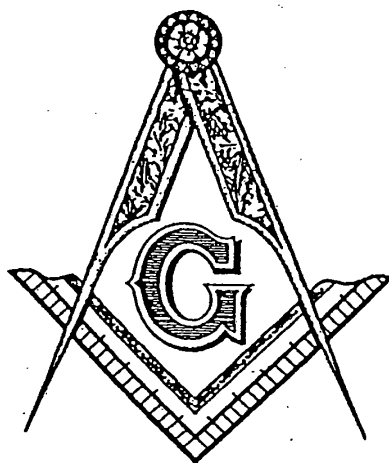


**GRAND LODGE OF CANADA A.F. & A.M. OF CANADA
IN THE PROVINCE OF ONTARIO**

OTTAWA DISTRICT 1



BY-LAWS

Our By-Laws

Aug 21, 1999

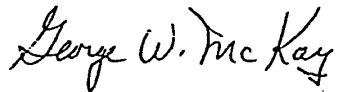
The proposed by-law fires have been rekindled many times over the years but in the Fall of 1996 a genuine proposal was set forth to establish "District By-Laws" for the simple reason we had no guidelines/by-laws to govern the district with.

By the summer of 1999 we finally reached our goal, the district had approved them and in turn were submitted to Grand Lodge for their perusal.

To this end I would like to thank those committee members who were persistent and to all the brethren who put forth their time to assist with valued suggestions and comments.

A special thanks to all the past D.D.G.M.'s who gratefully offered their support when called upon.

Regards,



George W. McKay, Past D.D.G.M.
Chairman of By-Laws Committee

**OTTAWA DISTRICT 1
BY-LAWS**

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PREFACE

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

Our highest governing body is the Grand Lodge Ancient Free and Accepted Masons (A.F. & A.M.) of Canada, in the Province of Ontario and within the governance of that jurisdiction, specific regulations are enacted by each constituent lodge to control the actions of members and set out the duties of officers and responsibilities of certain committees. These regulations and subsequent proposed amendments thereto must be in harmony with the Constitution of our Grand Lodge, and duly approved by that Grand body, before they become authorized for enforcement.

Ottawa District 1 was formed as a result of the mutually agreed division of the Ottawa District, which was done to decrease the number of constituent lodges from thirty to a more manageable number of fifteen for each of the newly formed districts. Thus, from one Ottawa District, there emerged two separate and distinct districts known as Masonic Districts Ottawa 1 and Ottawa 2; each containing fifteen constituent lodges. The name, number, meeting location and year of Institution of each constituent lodge of Ottawa District 1 is as follows:

Doric 58	Ottawa	1855
St. John's 63	Carleton Place	1843
Mississippi 147	Almonte	1861
Civil Service 148	Ottawa	1861
Goodwood 159	Richmond	1863
Lodge of Fidelity 231	Ottawa	1870
Prince of Wales 371	Ottawa	1879
Carleton 465	Carp	1904
Russell 479	Russell	1906
Hazeldean 517	Kanata	1914
Sidney Albert Luke 558	Ottawa	1919
St. Andrew's 560	Ottawa	1920
Acacia 561	Westboro	1920
Temple 665	Westboro	1952
Edinburgh 736	Westboro	1983

PREAMBLE

For the purpose of securing order and regularity, and with the view of promoting harmony and decorum, the brethren of the constituent lodges of Ottawa District 1 on the register of the Grand Lodge of A.F. & A.M. of Canada in the Province of Ontario, enact and agree to these by-laws.

ARTICLE I – IDENTIFICATION

Section 1 – Name. This district shall be known by the name of Ottawa District 1 on the register of the Grand Lodge A.F.&A.M. 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

This district acknowledges the supremacy of the Grand Lodge of A.F.&A.M. of Canada in the Province of Ontario.

ARTICLE III – MEETINGS

Section 1 – Regular meetings. Regular district meetings chaired by the District Deputy Grand Master or the Immediate Past DDGM, in his absence, shall normally be held as follows:

- a. Within the district; as noted in the District Trestle Board in a place specified by the DDGM
- b. At Grand Lodge; on the Wednesday of the annual communication in a room and at the hour specified by the Grand Lodge.

Section 2 – Emergent meetings. Emergent meetings may be held at the call of Grand Lodge or DDGM for just and lawful reason(s) and upon proper and reasonable notification.

Section 3 – Attendance. Attendance at district meetings is open to all brethren, in good standing, of district constituent lodges and others by invitation or permission of the DDGM. All attendees must sign the register.

Section 4 – Voting. Voting on motions shall be by a show of hands, unless otherwise agreed upon. Those entitled to vote are Masters, Past Masters and Wardens. Where nominations for a single position are required, it shall be by secret ballot. All issues so decided shall be by a simple majority. Scrutineers may be appointed by the DDGM and they shall report their findings to him.

ARTICLE IV - ELECTIONS & APPOINTMENTS

Section 1 – District Deputy Grand Master. The DDGM 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.

Section 2 – District Secretary. This is a position of Past Master rank, appointed by the DDGM; and should be a Past Master from his own lodge. The tour of duty is for the same tenure as the DDGM.

Section 3 – District Chaplain. A chaplain for the district shall be appointed by the DDGM, to act during his term of office.

Section 4 – District Historian. A historian for the district shall be appointed by the DDGM, to act during his term of office.

Section 5 – District Financial Examiners . Two financial examiners from the district lodge membership, shall be appointed by the DDGM to act during his term of office; but they, together, shall not serve for more than two consecutive terms.

ARTICLE V – DISTRICT COMMITTEES

Section 1 – General. The district depends on its committees to perform many necessary and advantageous functions. This helps to ensure that the work of the district is spread among the constituent lodge members and the district is not required to become involved in detailed discussion and planning. Committees, however, do not have the authority to take action on matters or expend district resources without prior approval of the district membership or DDGM. Each committee will submit semi-annual and annual reports to the DDGM.

Section 2 – Standing Committees. They shall be appointed and assigned duties by the DDGM at his discretion and may consist of but not be limited to the following:

1. District Advisory Committee
2. Long Range Planning
3. Benevolence
4. Mentor Program
5. Masonic Education
6. Masonic Instruction
7. Library
8. Computer Resources
9. Blood Donors
10. Friend to Friend
11. By-Laws
12. Fraternal Visiting
13. Brother to Brother
14. Regalia Coordinator
15. Masonic Foundation

ARTICLE VI – DUTIES OF DISTRICT OFFICERS

Section 1 – District Deputy Grand Master. The powers and duties of the DDGM are outlined in the Constitution of our Grand Lodge. Appendix ‘A’ to these By-laws outlines the permissible scale of expenditures specified in the Constitution, and further, those approved by Ottawa District 1.

Section 2 – District Secretary. His duties, under direction of the DDGM, are as follows:

- a. to maintain the minutes, properly recorded, of all district meetings.
- b. to prepare such correspondence as may be necessary and specified by the DDGM.
- c. to examine the records of the district constituent lodges and report his findings to the DDGM.
- d. to prepare a trestle board for distribution to district lodges, in nominal quantities, to advise them of local district meetings.
- e. to collect monies from the district constituent lodges, on a per capita basis in September and April and deposit them in the established bank account.
- f. to pay all authorized district bills and reimburse the DDGM and his committee chairmen for approved expenditures.
- g. to prepare an audited financial statement covering the past years’ accounts and present it at the annual district meeting in August.

- h. to carry out such other duties as may be detailed by the DDGM.

Section 3 – District Chaplain. The following duties are inherent to this position:

- a. to arrange, in concert with the DDGM, for one District Divine Service.
- b. to deliver the opening prayer at district meetings, as appropriate.

Section 4 – District Historian. The duties of the historian are:

- a. to record and report, in particular, the outstanding events of the district and individual lodges so that Grand Lodge may be aware of these special occurrences and that the brethren of the future may know and appreciate the past.
- b. to submit reports of outstanding events for inclusion in the Grand Lodge Newsletter and/or Ontario Mason Magazine.
- c. to call upon the constituent lodge historians for advice regarding special happenings which should be highlighted.

Section 5 – District Financial Examiners. Their duties shall be to audit the District Secretary's financial statement and books covering the past year's accounts.

ARTICLE VII – DUTIES OF DISTRICT COMMITTEES

Section 1 – District Advisory Committee. The purpose of this committee is to enhance the Masonic experience available to our members. It shall consist of the DDGM, the Immediate Past DDGM, two (2) other Past DDGMs, one of whom shall be from a "country lodge" and one from a "city lodge", District Chairmen for Masonic Education, Masonic Instruction, and Long-Range Planning, Chairman for the Worshipful Masters for the year, Chairman for the Senior Wardens for the year, and DDGM Aspirants for the following Masonic year. The following are the duties of the Advisory committee:

- a. in addition to those authorized in the Constitution, recommend appropriate expenditures for the DDGM, including the DDGM's travel expense rate (see Appendix A).
- b. assist the DDGM and Committees in planning and presenting programs and activities.
- c. meet semi annually to review progress of previous plans, recommendations and strategies, or upon request of the DDGM or the Advisory Committee Chairman.
- d. act as an advisor to the DDGM on matters placed before them.

Section 2 – District Long Range Planning Committee. The duties shall include the following:

- a. to identify and discuss such subjects (except ritual) which may affect Freemasonry in the Lodge, District and/or Jurisdiction.
- b. to encourage individual lodges to appoint a long range planning Committee.
- c. to maintain a liaison with the lodges in the district so as to keep informed of issues affecting the future of Masonry within the district.
- d. to maintain a liaison with the Grand Lodge Long Range Planning Committee so as to be informed of matters under consideration.
- e. to make recommendations for long term benefit of the district.

Section 3 – District Benevolence Committee. The duties are:

- a. to ensure that individual lodges are aware of the availability of Masonic Benevolence and Charity.
- b. to attend meeting of the Ottawa Masonic Board of Relief, when invited.

- c. to convene a meeting of individual lodge chairman/representatives for the purpose of ensuring that each lodge has the most current knowledge available on this subject.
- d. to assist lodges in the preparation of applications for benevolence or charity.
- e. to encourage lodges to keep in contact with their members who are not able to attend lodge so that they may be aware of a brother or brother's widow who may be in a situation of distress.

Section 4 – District Mentor Program Committee. The duties of this committee are:

- a. to implement and monitor the mentor program of Grand Lodge.
- b. to ensure that each lodge has appointed a mentor program chairman.
- c. to be available for presentations, talks, question and answer sessions to lodges upon request.
- d. to convene an annual meeting, early in the Masonic year for the purpose of introducing newly appointed lodge mentor program chairman and updating reappointed chairman of changes in the mentor program.

Section 5 – District Masonic Education Committee. The duties of the Chairman are to provide Masonic Education throughout the district.

Section 6 – District Masonic Instruction Committee. The duties of the Chairman are:

- a. to assist individual lodges in the performance of authorized work and all other rituals and ceremony, and to promote a high standard of Masonic work and ritual in the district.
- b. to encourage individual lodges to appoint a director of the Work.
- c. to convene when requested, lodges of instruction.
- d. to be available to assist at lodge practices, presentations, question and answer sessions as requested.

Section 7 – District Library Committee. The duties of this committee are:

- a. to provide advice and counsel to lodges and individuals on the availability of Masonic literature, films and video cassettes.
- b. to ensure that individual lodges have copies of the materials available through the Grand Lodge library.
- c. to maintain a catalogue of materials held in the district library and individual lodge libraries.
- d. to acquire new Masonic materials for the district library.
- e. to be available for presentations, talks, question and answer sessions at lodge meetings upon request.
- f. to encourage each lodge to appoint a librarian.

Section 8 – District Computer Resources Committee. The duties of this committee are in liaison with Grand Lodge, provide assistance to the district lodges that are about to or are already utilizing computers in the management of their records.

Section 9 – District Blood Donor Committee. This committee may consist of a chairman, with power to add, appointed by the DDGM. The normal term is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the DDGM. The duties of this committee are:

- a. to encourage Masons, their families, and friends to give the “gift of life”.
- b. to maintain a record of donations of each lodge in the district.

- c. to act as a liaison with the local chapter of the National Blood Collection Agency or its successor organization.
- d. to convene an annual meeting with lodge chairman to ensure that the importance of the blood donor program is reinforced within the district.

Section 10 – Friend to Friend Committee. The duties of this committee are to implement and monitor the Friend to Friend Program.

Section 11 – By-Law Committee. The duty of this committee is to review suggested amendments and to advise the DDGM as to whether or not they are in good order and proper for presentation to the District for consideration in accordance with Article X of these By-Laws.

Section 12 – Fraternal Visiting Committee. The duties of this committee are:

- a. to encourage lodges to regularly visit other lodges within the District, among neighboring Districts and other jurisdictions.
- b. to oversee the use of the “traveling gavel”.
- c. to assist individual Masters in arranging lodge visits.

Section 13 – Brother to Brother Committee – The duties of this committee are to implement and monitor the Brother to Brother program.

Section 14 – District Regalia Committee – The duty of this committee is to maintain care and custody of the district regalia.

Section 15 – Masonic Foundation of Ontario – The duties of this representative are:

- a. to act as the liaison officer between the Regional Representative/Foundation Director responsible for District activities and the individual lodges within the District.
- b. to maintain a current listing of Lodge Representatives within the District.
- c. to answer, or obtain answers to questions on the Masonic Foundation raised by members of the Craft or others in the community, identify problem areas and provide any assistance required by Lodge Representatives.
- d. to maintain regular contact with each lodge in the District to ensure its members are aware of the foundation’s activities and to provide new information of interest to the members.
- e. to plan and conduct Workshops, Seminars and Information Sessions within the District on the activities of the Masonic Foundation.
- f. to ensure that the DDGM is aware of Foundation related and other charitable activities happening within the District.
- g. to participate with the DDGM in the presentation of Foundation cheques within the District.

ARTICLE VIII - FINANCIAL ADMINISTRATION

Section 1 – Fiscal Year. The district fiscal year shall begin at Grand Lodge and end at Grand Lodge Communication the following year.

ARTICLE IX – CONDUCT OF BUSINESS

All discussion at the district meetings is under the superintendence of the DDGM but the following Agenda and Rules of Order should normally be observed along with good parliamentary procedures in actioning motions and conducting the general business in the district.

Section 1 – Agenda. At all district meeting held in the Ottawa area, the following shall normally be the Order of Business, but the DDGM may alter it at his discretion:

- a. Reading the minutes of the last Regular and subsequent Emergent meetings.
- b. Reading of correspondence.
- c. Receiving reports from Committees and Auditors.
- d. General – (i) Old Business.
(ii) New business.

At the district meeting held during the annual communication of Grand Lodge, the Order of Business shall be as directed by the Grand Master, and usually as follows:

- a. Reading of minutes of previous meeting.
- b. Election of the District Deputy Grand Master.

Section 2 – Rules of Order.

- a. Brethren shall observe the first call of the DDGM’s gavel.
- b. Every brother, when speaking, shall stand up in his place and address himself to the DDGM and no brother shall speak more than twice on the same question, unless in qualification or explanation, or as the mover in reply, without permission of the DDGM.
- c. Unless with the consent of the DDGM, no Motion or Notice of Motion shall be received unless previously submitted in writing.
- d. All resolutions, not otherwise provided for in the Constitution or these Bylaws, shall be decided by a majority of votes; each authorized member present and voting having one vote and the DDGM a deciding vote, if required.
- e. Motions shall be made and seconded, amended if necessary, and duly processed in accordance with Parliamentary procedures used in the actioning of motions and their amendments.
- f. All authorized members present, unless excused by the DDGM, shall cast their vote or ballot when the question is put to the floor.
- g. Points of order decided by the DDGM shall not be debatable.

ARTICLE X – AMENDMENTS TO BY-LAWS

No alteration shall be made to these By-laws unless a Notice of Motion has been duly given at a Regular meeting or an Emergent meeting called therefore, entered in the minutes of the district. District lodges should be duly informed of the notice of motion. Each proposed alteration shall be made in the form of a motion duly seconded, considered and approved by a two-thirds majority of the authorized members present and voting when it shall take effect after having been approved by the Grand Master.

Any sundry required updates to the Bylaw document, whereas such updates may comprise items such as dates, names of past DDGMs or other details subject to change year over year be henceforth made as required, without need of further motion for amendment, and that the document be reviewed for grammatical and typographical errors at each revision and such corrections be made as a matter of course.

ARTICLE XI- DISTRIBUTION

Every lodge which is , or on becoming , a member of this district and the DDGM and his Committee shall receive a copy of the district by - laws .

Replacement copies or additional quantities are available at a nominal cost.

Appendix A

SCALE OF EXPENDITURES –DDGM

The following list of expenditures further qualifies those authorized in the Constitution, and may be used as a guideline in Ottawa District 1:

1. Procurement of the dress regalia of his office and a club bag for the DDGM; and, procurement of the dress regalia of his office and a club bag for the District Secretary, following his Grand Lodge appointment.
2. Payment of traveling expenses to the extent of at least one official visit in his year of office to each lodge in the district, at a rate to be determined by the District advisory committee, (return distance from his residence to the location being visited.)
3. Such other expenses necessary to the discharge of the duties of his office, including but not restricted to:
 - a. Printing of Trestle Boards
 - b. Letterhead paper and envelopes.
 - c. Postage.
 - d. Photocopying documents.
 - e. Telephone charges relating to the duties of his office.
 - f. District Divine Service.
 - g. Bank Service Charges.
 - h. District Business Meetings.
 - i. District Secretary afforded a mileage allowance based on the Federal Treasury Board Ontario rate when traveling separately from the DDGM to the official visits of each lodge.

Appendix B

Past District Deputy Grand Masters

1969 – 1970	W.R. Rowsorne	St. Andrew's
1970 – 1971	J.A. Pell	Lodge of Fidelity
1971 – 1972	H.R.J. Gilbert	Corinthian
1972 – 1973	K.G. Willing	Prince of Wales
1973 – 1974	P.W. Dell	Goodwood
1974 – 1975	L.W. Westwell	Temple
1975 – 1976	R.E. Shane	St. John's
1976 – 1977	G.E. Mac Donald	Acacia
1977 – 1978	K.M. Boyd	Russell
1978 – 1979	C.R. Thomson	Civil Service
1979 – 1980	W.B. Hodgins	Carleton
1980 – 1981	J.G. Pell	Lodge of Fidelity
1981 – 1982	W.D. Cook	Goodwood
1982 – 1983	R.K. Campbell	St. Andrew's
1983 – 1984	O.J. Osborne	Mississippi
1984 – 1985	G.E. Thomas	Prince of Wales
1985 – 1986	W.R. Falconer	Hazeldean
1986 – 1987	A.B.B. Sewell	Acacia
1987 – 1988	G.B. Bowman	Russell
1988 – 1989	E.J. Hare	Doric
1989 – 1990	C.U. Everson	Corinthian
1990 – 1991	R.M. Boone	Sidney Albert Luke
1991 – 1992	R.W. Grant	Carleton
1992 – 1993	W.D. Burns	St. Andrew's
1993 – 1994	E.T. Vos	Hazeldean
1994 – 1995	E.B. Williams	Edinburgh
1995 – 1996	R.H. Hyland	Goodwood
1996 – 1997	D.G. Gossling	Civil Service
1997 – 1998	G.W. McKay	Mississippi
1998 – 1999	G.R. Clauson	Lodge of Fidelity
1999 – 2000	P.E. Todd	St. John's
2000 – 2001	H.D. Good	Temple
2001 – 2002	B.L. Dorling	Hazeldean
2002 – 2003	D. Franklin	St. Andrew's
2003 – 2004	R. Bouchard	Carleton
2004 – 2005	N.G. Allingham	Prince of Wales
2005 - 2006	K. Sharp	Russell
2006 - 2007	B.F. Burchill	Acacia
2007 - 2008	D. Healey	Goodwood
2008 - 2009	D. Ganderton	Edinburgh
2009 - 2010	I Bayley	St John's
2010 - 2011	L.R. Richardson	Civil Service
2011 – 2012	A.C. Saint Dennis	Mississippi
2012 – 2013	B.W. Griffin	Doric
2013 – 2014	D.N. Mancuso	Hazeldean

2014 – 2015	A.B. Wright	Prince of Wales
2015 - 2016	Angus C. Gillis	St. Andrew's
2016 - 2017	Trevor Hemmerling	Temple
2017- 2018	Brian Adams	Carleton

Note : Appendix B was updated by V .W . Bro . Edward Denbeigh, Grand Stewart, on August 4, 2014.

Document revisions conducted by W. Bro. Wladyslaw Kinastowski, District Secretary, June 9, 2016, based on motions passed at District meeting held on same night.

Additional revisions reflecting comments from Grand Lodge and associated sundry corrections conducted by V. W. Bro. Wladyslaw Kinastowski, Past Grand Steward on July 23, 2017.