

By-Laws
of
Ottawa District 2
Grand Lodge
of Ancient Free and Accepted Masons of Canada
in the Province of Ontario



Ottawa District 2
Formed July 16, 1970

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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 raises 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 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.

Ancient Landmarks also govern the actions of all members. Although these have never been made explicit, the criteria for defining a landmark are:

1. A landmark must have existed from '*time whereof the memory of man runneth not to the contrary*'.
2. A landmark is an element in the form or essence of the society of such importance that Freemasonry would not be Freemasonry if it were removed.

The actions of the officers and members of our Lodges are governed by the Landmarks, the Constitution of Grand Lodge and the By-Laws of their respective Lodges. Within reason, the By-Laws may be whatever the Lodges wish to enact to rule and govern themselves.

Ottawa District 2 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 two newly formed Districts. Thus, from one **Ottawa District** there emerged two separate and distinct Masonic Districts known as **Ottawa District 1** and **Ottawa District 2**, each containing fifteen constituent Lodges. Today, after the formation of one additional Lodge in each District, one Lodge in Ottawa District 1 having gone into darkness [Corinthian 476 – May 2000], two in Ottawa District 2 having amalgamated with two other Lodges [Rideau 595 with Chaudiere 264 – May 2003 and Enterprise 516 with Cobden 459 – September 2007] and two in Ottawa District 2 having gone into darkness [Atomic Daylight 686 – October 2014 and Bonnechere 433 – June 2017], there are fifteen Lodges in Ottawa District 1 and twelve in Ottawa District 2. The name, number, meeting location and year of Institution of each constituent Lodge of Ottawa District 2 are as follows:

Name	Location	Year Instituted
Dalhousie 52	Ottawa (Walkley)	1848
Renfrew 122	Renfrew	1859
Pembroke 128	Pembroke (Pembroke)	1860
The Builders 177	Ottawa (Walkley)	1865
Madawaska 196	Arnprior	1868
Chaudiere 264	Ottawa (Walkley)	1871 [Rideau 595 amalgamated in May 2003]
Bonnechere 433	Eganville	1895; Closed June 21, 2017
Cobden 459	Cobden	1903 [Enterprise 516 amalgamated in Sep 2007]
Enterprise 516	Beachburg	1913; Amalgamated with Cobden 459 in September 2007
Ionic 526	Ottawa (Westboro)	1914
Ashlar 564	Ottawa (Walkley)	1920
Defenders 590	Ottawa (Walkley)	1922
Rideau 595	Ottawa (Walkley)	1922; Amalgamated with Chaudiere 264 in May 2003
Atomic 686	Deep River	1957; Closed November 1995

Atomic Daylight 686	Pembroke	March 1996; Closed October 2014
Bytown 721	Ottawa (Westboro)	1970
Luxor Daylight 741	Ottawa (Walkley)	1991

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 2 on the Register of the Grand Lodge of Ancient Free and Accepted Masons 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 2* on the Register of the 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.

Section 2 – Motto

The motto of Ottawa District 2 is *MASONRY IN ACTION*.

ARTICLE II – DUTY TO GRAND LODGE

This 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

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

- a. Within the District in a venue at the discretion of the presiding District Deputy Grand Master and normally on the fourth Monday in the month of August at 7:30 PM. In addition to regular District business, this meeting is to:
 - i. Permit the DDGM to introduce himself, his District Officers and Committee Chairmen to the District brethren,
 - ii. Permit the DDGM to present his proposed budget and trestle board and to communicate Grand Lodge initiatives and directives to the District Lodges,
 - iii. Permit the outgoing DDGM to present his reviewed financial statement per Section 108 of The Constitution, and
 - iv. Address other business as directed by the District Deputy Grand Master.
- b. Within the District in a venue at the discretion of the presiding District Deputy Grand Master and normally on the first Monday in the month of June at 7:30 PM. In addition to regular District business, this meeting is to:
 - i. Receive year-end reports from the Chairmen of the District Committees,
 - ii. Receive nominations for the office of District Deputy Grand Master, and
 - iii. Address other business as directed by the District Deputy Grand Master.
- c. At Grand Lodge on the Wednesday of the Annual Communication in a room and hour (4:00 PM or 5:00 PM) as specified by Grand Lodge. In addition to regular District business, this meeting is to:

- i. Elect the District Deputy Grand Master,
- ii. Conduct a 2nd Ballot for the office of Grand Master and/or Deputy Grand Master should one be required, and
- iii. Address other business as directed by the District Deputy Grand Master.

Section 2 - Emergent Meetings

Emergent meetings may be held at the call of the Grand East or 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 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, Section 56. All attendees must sign the register.

Section 4 – Voting

Unless otherwise agreed upon, voting on motions shall be by a show of hands of those entitled to vote as determined by the Constitution, Section 56. Where nominations for a single position are required, voting shall be by secret ballot. When there are three (3) or more nominees and a majority is not received by one of them on the first ballot, only the top two (2) nominees shall be eligible for election on the second ballot. All issues so decided shall be by a simple majority. The District Deputy Grand Master may appoint scrutineers and they shall report their findings to him.

Section 5 – Nominations

All nominations for the office of District Deputy Grand Master shall be delivered to the District Deputy Grand Master and shall be supported by:

- a. A letter duly signed by the Worshipful Master of the Lodge naming their candidate; and
- b. A letter duly signed by the nominee attesting:
 - i. He willingly accepts the nomination,
 - ii. He has completed or is taking the Past Master’s Course offered by the College of Free Masonry, and
 - iii. He has completed any prescribed Grand Lodge seminar for prospective District Deputy Grand Master.

The deadline for receiving such nominations shall be the first Monday in June at the District meeting held in the District proper. However, Lodges are encouraged to submit nominations to the District Deputy Grand Master as early as possible in order that the slate of nominees may be announced to the District membership in May.

In the event that no nominations are submitted from a Lodge in the relevant rotational category, the procedure outlined in Article VIII, Section 1 if the District By-Laws shall apply.

The slate of nominees as determined at the District meeting in June shall be presented to the District brethren attending the District meeting at the Grand Lodge Annual Communication and, in accordance with the Constitution, Section 51, the District Deputy Grand shall be elected from that slate.

ARTICLE IV – ELECTIONS & APPOINTMENTS

Section 1 - District Officers

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

Section 2 - District Deputy Grand Master

In accordance with the Constitution, Section 51, the District Deputy Grand Master shall be elected at the annual District meeting held at the time and place specified by Grand Lodge for that Annual Communication.

The slate of nominees previously recommended by the District membership shall be presented to the membership attending the District meeting at the Grand Lodge Annual Communication, and after confirming that all nominees meet the requirement of the Constitution, Section 50 (a) and (b), as well as having completed any prescribed Grand Lodge seminar(s), for example, the DDGM Orientation, for prospective District Deputy Grand Masters the District Deputy Grand Master shall call for the ballot.

Section 3 - District Secretary

This is a position of Past Master rank, appointed by the District Deputy Grand Master, and should be a Past Master from his own Lodge. The term of office shall be concurrent with that of the District Deputy Grand Master and the incumbent is eligible for a Grand appointment following his term.

Section 4 - District Treasurer

A District Treasurer shall be elected at an annual Regular meeting held within the District. Any Past Master of a District constituent Lodge shall be eligible for nomination and election to this position. The term of office shall normally be for four years, but the incumbent may be re-elected for a further term. He may be given an honorarium of \$100.00 for duties performed, payable at the close of the local annual District meeting in June.

Section 5 - District Chaplain

A chaplain for the District may be appointed by the District Deputy Grand Master, to act during his term of office.

Section 6 - District Historian

An historian for the District may be appointed by the District Deputy Grand Master, to act during his term of office.

Section 7 - District Financial Reviewers

Two Financial Reviewers, from the District constituent Lodge membership, shall be appointed by the District Deputy Grand Master, to act during his term of office, but they, together, shall not serve for more than two consecutive terms.

Section 8 - District Representatives to Grand Master's Reception & Banquet Committee

Membership is elective, the election taking place at the annual District meeting held in the Ottawa area in June, with eligibility for nomination being of Past Master rank, preferably a Past Grand Lodge Officer. Membership shall consist of six (6) brethren whose term of office shall be four years, with three (3) members being elected every two years to replace those whose term has expired. It shall, at all times, consist of at least two (2) representatives of both City and Valley Lodges. A member may be re-elected for additional

terms. The representatives so elected shall determine which one of their numbers is to act as chairman. [This applies only when Ottawa District 2 is to have the chair; that is every second occasion.]

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 or planning. Committees, however, do not have authority to take action on matters or expend District resources without prior approval of the District membership or the District Deputy Grand Master. Committee chairs should be of Past Master rank and members in good standing of constituent Lodges.

Section 2 - Standing Committees

They shall consist of the following:

- | | |
|----------------------------------|---|
| a. Advisory | g. Lodge Buildings |
| b. Blood Donor | h. Long Range Planning |
| c. Brother-to-Brother | i. Masonic Education & Instruction |
| d. By-Laws | j. Mentor Programme |
| e. Computer Resources & Web Page | k. Relief & Benevolence and Burial Plot |
| f. Friend-to-Friend | |

Section 3 - Special Committees

In addition to the Standing Committees, the District Deputy Grand Master may appoint such Special Committees, to study and report on matters facing the District, as he deems necessary.

ARTICLE VI – DUTIES OF DISTRICT OFFICERS & 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 our Grand Lodge, under the following sections:

- a. Powers & Duties, reference Sections 96 - 109.
- b. Regalia & Insignia, reference Sections 399 - 402.
- c. Election, reference Sections 50 - 52.

Appendix 'A' to these By-Laws outlines the permissible scale of expenditures specified in the Constitution, Section 107, and further, those approved by Ottawa District 2.

Section 2 - District Secretary

His duties, under the direction of the District Deputy Grand Master, are as follows:

- a. Maintain the minutes, properly recorded, of all District meetings.
- b. Prepare such correspondence as may be necessary and specified by the District Deputy Grand Master.

- c. Examine the records of District constituent Lodges and report his findings to the District Deputy Grand Master.
- d. 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 the agenda for upcoming District meetings.
- e. Carry out such other duties as may be detailed by the District Deputy Grand Master.

Section 3 - District Treasurer

In addition to what is specified under ARTICLE VII - Financial Administration, the duties of this office are:

- a. Collect monies from the District constituent Lodges on a pre-determined basis as approved at the annual District meeting in June and deposit them in the established bank account.
- b. Pay all authorized District bills and reimburse the District Deputy Grand Master and his Committee Chairmen for approved expenditures.
- c. In accordance with Article 108 of the Constitution, prepare a financial statement of the receipts and expenditures pertaining to the District Deputy Grand Master's term of office, that is, per the fiscal year as defined by Article VII, Section 1 of these By-Laws, for distribution to the constituent Lodges.

Section 4 - District Chaplain

In addition to ARTICLE IV, Section 5, the following duties are inherent to this position:

- a. To arrange, in concert with the District Deputy Grand Master, for at least one Ottawa District 2 Divine Service. If, at the discretion of the District Deputy Grand Master, two Divine Services are to be held, one should be held in the Ottawa area and one in a Valley setting.
- b. To maintain a list of deceased brethren within the District during his term of office and deliver the necrology at the local annual meeting.
- c. To deliver the opening prayer at District meetings, as appropriate.

Section 5 - 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 Grand Lodge may be aware of these special occurrences and that the brethren of the future may know and appreciate the past.

Outstanding events should be considered as material for inclusion in the Grand Lodge Newsletter and/or Ontario Mason magazine.

He may call upon the constituent Historians for advice regarding happenings which should be highlighted.

Section 6 - District Financial Reviewers

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

Section 7 - District Advisory Committee

The purpose of this Committee is to provide advice and counsel to the District Deputy Grand Master. The Committee shall:

- a. Act in an advisory role to the District Deputy Grand Master on matters placed before them;
- b. Meet quarterly, or as deemed necessary, to review progress and correctness of plans previously established; and
- c. Review and discuss such items received from District members and other sources as may be prudent.

This Committee shall consist of:

- a. The District Deputy Grand Master;
- b. All Past District Deputy Grand Masters who have served Ottawa District 2 in that capacity; and
- c. All Past Grand Registrars who ran from a constituent Lodge of Ottawa District 2.

The Committee shall appoint one of its members to act as Chairman of Advisory Committee meetings. The Committee shall also appoint one of its members to be Secretary. The Secretary's duties shall be to:

- a. Prepare an agenda for each meeting under the direction of the District Deputy Grand Master;
- b. Issue the summons for the meetings;
- c. Record the minutes of each meeting and distribute the same to the members of the Committee; and
- d. On the recommendation of the Committee, draft appropriate amendments to the District By-Laws and forward the same to the Chairman of the District By-Laws Committee for action.

Section 8 - District Blood Donor Committee

This committee may consist of a chairman, with power to add, appointed by the District Deputy Grand Master. The normal tour is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the District Deputy Grand Master.

This committee is responsible for promoting blood donor programmes in the District and recording donations made by Lodge members, their families and friends. The committee should assist Canadian Blood Services in blood related programmes and encourage the participation of Lodge members, their families and friends, in the benefits derived from blood donations.

Section 9 - District Brother-to-Brother Committee

This committee shall consist of a chairman, trained by a designated representative from Grand Lodge, with power to add, appointed by the District Deputy Grand Master. The normal tour of duty is for one year, but the incumbent(s) may be re-appointed for a further term at the pleasure of the District Deputy Grand Master. The duties shall be to liaise with the facilitators of the District constituent Lodges regarding the Grand Lodge Brother-to-Brother Programme and encourage its full implementation.

Formal reports on the activities of this committee are to be sent directly to the chairman of the Grand Lodge Committee.

Section 10 - District By-Laws Committee

The chairman of this committee shall be appointed by the District Deputy Grand Master to act during his term of office, with power to add members as considered necessary and proper. He may be re-appointed for as many terms as considered prudent.

The duty of this committee is to review suggested amendments and advise the District Deputy Grand Master 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 11 - District Computer Resources & Web Page Committee

This committee may consist of a chairman, with power to add, appointed by the District Deputy Grand Master. The normal tour is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the District Deputy Grand Master.

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

- a. Provide assistance to the District Lodges that are about to or are already utilizing computers in the management of their records;
- b. Distribute listings of recommended computer hardware and software, a dictionary of computer terms and other material of interest to computer users which provides for efficiency through standardization of hardware, software and terminology between Grand Lodge and local automated functions; and
- c. Set up and maintain the District Web Page and assist constituent Lodges in setting up their own Lodge web site.

Section 12 - District Friend-to-Friend Committee

This committee shall consist of a chairman, appointed by the District Deputy Grand Master, with power to add. The normal tour of duty is for one year, but the incumbent(s) may be appointed for a further term at the pleasure of the District Deputy Grand Master. The duties shall be to liaise with the relative representatives of the District constituent Lodges regarding the Grand Lodge Friend-to-Friend Programme and its implementation.

Formal reports on the activities of this committee are to be sent directly to the chairman of the Grand Lodge Committee.

Section 13 - District Lodge Buildings Committee

This committee may consist of a chairman, with power to add, appointed by the District Deputy Grand Master. The normal tour is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the District Deputy Grand Master.

The duties are to advise the District Lodges in the building requirement codes insofar as Grand Lodge building specifications and Provincial Fire Safety Regulations are concerned, especially where Temple emergency exit provisions need attention, so that the physical safety of our brethren and the Temple itself are maximized.

Section 14 - District Long Range Planning Committee

The duties of the Grand Lodge Committee are outlined in Section 136 (j) of the Constitution. The District committee may be a separate entity or have its duties included under the terms of the District Advisory Committee. If it is a stand-alone committee, the membership may consist of six (6) or more brethren appointed and elected as for the Advisory Committee. In either case, the duties shall include the following:

- a. To identify and discuss such subjects (except the ritual) which may affect Freemasonry in the Lodge, District and/or Jurisdiction.
- b. One member shall act as secretary and keep minutes of deliberations and submit a report at the local annual District meeting.

A good motto for this committee is ***REVIEW THE PAST - FORECAST THE FUTURE - DEVELOP A PLAN TO REACH YOUR OBJECTIVES.***

Section 15 - District Masonic Education & Instruction Committee

This Committee may consist of a chairman, with power to add, appointed by the District Deputy Grand Master. The normal tour is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the District Deputy Grand Master.

The requirements of Sections 136 (k) and 139 through 142 of the Constitution are to be observed. Two masonic education and two instruction sessions during the year are recommended, with a City and Valley Lodge each hosting one program of each session, where practicable.

Section 16 - District Mentor Programme Committee

This Committee may consist of a chairman, with power to add, appointed by the District Deputy Grand Master. The normal tour of duty is for one year, but the incumbent(s) may be re-appointed for a further term at the pleasure of the District Deputy Grand Master.

The duties are to liaise with District constituent Lodges regarding the Grand Lodge Mentor Programme and assist and encourage implementation where necessary.

Section 17 - District Relief & Benevolence and Burial Plot Committee

This committee may consist of three (3) members appointed by the District Deputy Grand Master, with one of the three to act as chairman. At least one member shall be from a City Lodge and one from a Valley Lodge. The normal tour of duty is for one year, but the incumbent(s) may be re-appointed for a further term, at the pleasure of the District Deputy Grand Master.

Their duties shall be in accord with those governing Grants of Benevolence in Part V, Sections 428 - 430 of the Constitution and observing the Regulations governing grants of benevolence referred to therein.

Burial Plot may be a sub-committee, with membership by appointment by the District Deputy Grand Master from those brethren who were elected to represent their Lodge on Relief & Benevolence and as outlined in the By-Laws of the Ottawa Masonic Districts' Burial Plot Committee.

Their duties are to advise and assist constituent Lodges in actioning requests for burial plots.

ARTICLE VII – FINANCIAL ADMINISTRATION

Section 1 - Fiscal Year

In order to comply with Article 108 of the Constitution, the fiscal year for Ottawa District 2 shall be concurrent with the District Deputy Grand Master's term of office.

Section 2 - Proposed Budget

The incoming District Deputy Grand Master and District Treasurer shall prepare and submit a budget at the local District meeting held in August after his election, confirmation and installation.

Section 3 - General Fund

The Treasurer shall maintain a General Account in a financial institution approved by the District membership, under the name ***Ottawa Masonic District 2***, 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 on said account shall be a combination of any two (2) of the District Treasurer and four (4) designated Past District Deputy Grand Masters – two (2) from the Country and two (2) from the City. The signing authority for the District Treasurer shall coincide with his term of office and shall be renewed automatically should he be re-elected to a consecutive term. The signing authority for the designated Past District Deputy Grand Masters shall be for an unspecified term.

The District Treasurer shall have the authority to secure a bank card for the District Account to facilitate the deposit of funds received by the District and the receipt of electronic bank statements. The authorized bank card shall be restricted to 'deposits only'. The bank card will be owned by the District and the PIN for the card shall be changed whenever the Treasurer changes.

Section 4 – Funding

Funds shall be collected from the District constituent Lodges, on a pre-determined basis as approved at a local District meeting, and deposited in the established account, forthwith.

After the Incoming District Deputy Grand Master and District Treasurer have developed a proposed budget for the year per Section 2, the District Treasurer shall compute the per capita levy required to cover the expenses of the proposed budget and compare that amount to the existing levy. Should there be a shortfall, the District Treasurer shall have the authority to make a motion at the August District meeting to adjust the levy to the amount required to ensure the District expenses are covered.

Section 5 - Bill Payment

Authorized District bills and reimbursements to the District Deputy Grand Master and his Committee Chairmen for approved expenditures, accompanied by relevant receipts, shall be paid by cheque issued on the established account.

Requests for reimbursement for expenses shall be submitted to the District Treasurer on the **Ottawa District 2 – Request for Reimbursement** form (see Appendix A) and shall include all receipts. The **Request for Reimbursement** shall be approved by the District Deputy Grand Master, or in the case of his expense claim, the Immediate Past District Deputy Grand Master, before being actioned by the District Treasurer.

Section 6 - Financial Review

In accordance with Article 108 of the Constitution, the District Deputy Grand Master shall submit the report of the District Financial Reviewers that includes their findings and recommendations resulting from their independent review of the Treasurer’s financial statement and record books covering the past year’s accounts at the local District meeting held in August after the election, confirmation and installation of his successor.

ARTICLE VIII – DISTRICT ROTATION SYSTEM

Section 1 – General

By mutual agreement among the constituent Lodges of Ottawa District 2, a rotational system for the office of the District Director of Ceremonies was established in 1983 to be effective July 1984 in categories as follows:- “*City, Valley, Open*” ad infinitum.

In the event that, during any “City” or “Valley” turn, a Lodge in that category cannot/does not field a nominee for the office of District Director of Ceremonies, then that turn shall be forfeited by that rotational category and that election year shall be considered open to any Lodge in the other category. The normal rotational sequence in subsequent years shall not be affected by this forfeiture.

Section 2 - Rotational Categories

The following is a list of constituent Lodges which are included in each of the rotational categories:

<u>CITY</u>	<u>COUNTRY</u>	<u>OPEN</u>
Dalhousie 52	Renfrew 122	All Constituent Lodges
The Builders 177	Pembroke 128	
Chaudiere 264	Madawaska 196	
Ionic 526	Cobden 459	
Ashlar 564		
Defenders 590		
Bytown 721		
Luxor Daylight 741		

ARTICLE IX – CONDUCT OF BUSINESS

All discussion at the District meetings is under the superintendence of the District Deputy Grand Master, 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 meetings held in the Ottawa area, the following shall normally be the Order of Business, but the District Deputy Grand Master may alter it at his discretion:

- a. Reading the summons.
- b. Reading the minutes of the last Regular and subsequent Emergent meetings.
- c. Reading of correspondence.
- d. Receiving reports from Committees and Financial Reviewers.
- e. 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, through the Grand Secretary, and usually is as follows

- a. Reading of minutes of previous meetings.
- b. Election of the District Deputy Grand Master.
- c. Election of Grand Lodge Officers, if necessary, under the direction of the Grand Lodge Scrutineers.

Section 2 - Rules of Order

The following are in vogue at all District meetings:

- a. Brethren shall observe the first call of the District Deputy Grand Master's Gavel.
- b. Every brother, when speaking, shall stand in his place and address himself to the District Deputy Grand Master and no brother shall speak more than twice on the same question, unless in qualification or explanation, or as the mover in reply, without the permission of the District Deputy Grand Master.
- c. Unless, with consent of the District Deputy Grand Master, no Motion or Notice of Motion shall be received unless previously submitted with the name of the mover and seconder included thereon.
- d. All resolutions, not otherwise provided for in the Constitution or these By-Laws, shall be decided by a majority of votes; each authorized member present and voting having one vote and the District Deputy Grand Master having a second or casting 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 District Deputy Grand Master, shall cast their vote or ballot when the question is put to the floor.
- g. Points of order decided by the District Deputy Grand Master shall not be debatable.

ARTICLE X – AMENDMENTS TO THE 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 and inserted in the summons for the next Regular or Emergent meeting when the 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 District Deputy Grand Master.

ARTICLE XI – DISTRIBUTION

A paper copy of the current approved version of the District By-Laws shall be provided to the District Deputy Grand Master and his Secretary as well as to every Lodge which is now or becomes a member of this District. The cost of printing the By-Laws shall be covered by District funds.

A Portable Data Format (PDF) version of the current approved District By-Laws will be sent electronically 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 By-Laws shall be published as a PDF document on the Ottawa District 2 web site and available for download by any member of the District.

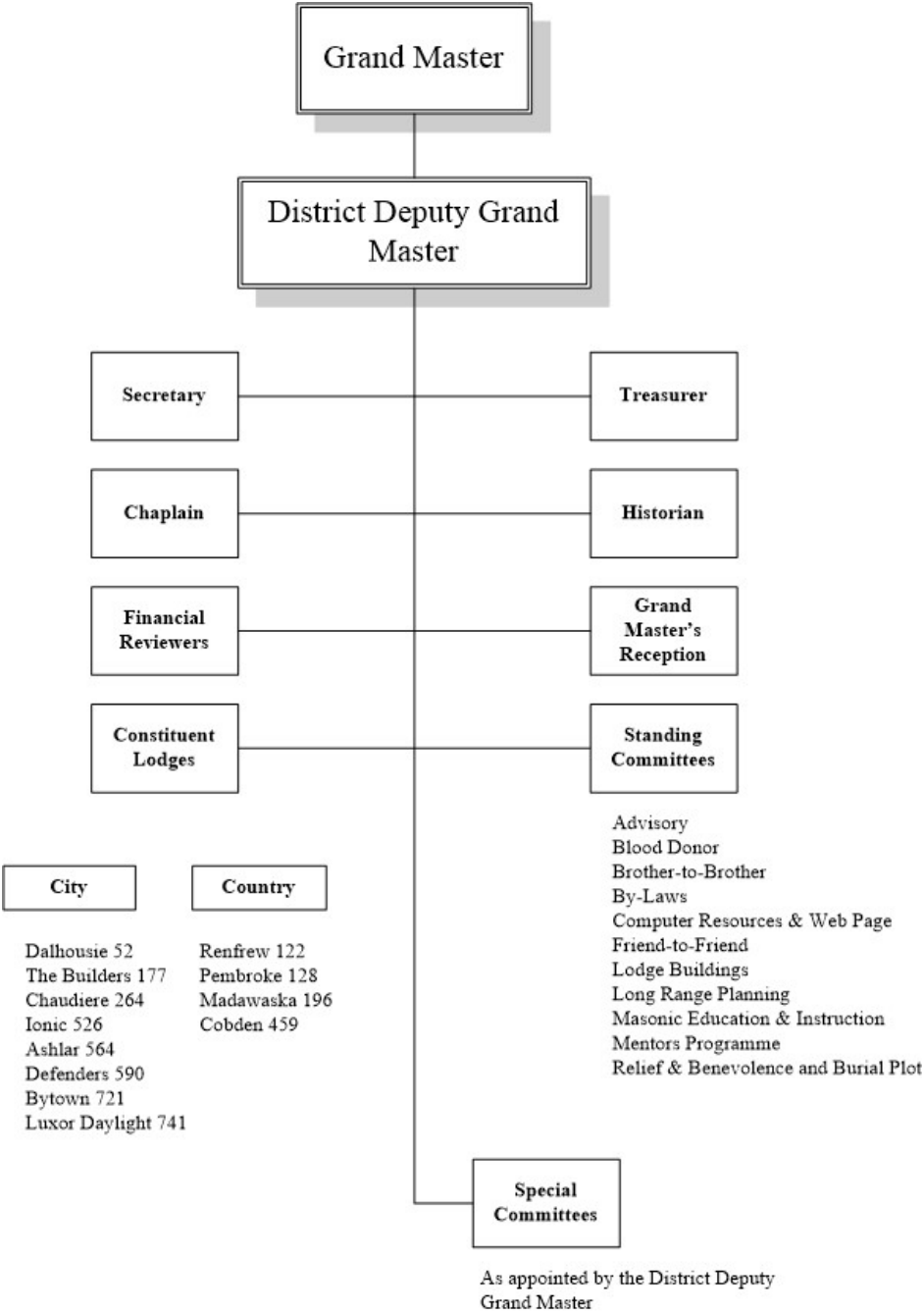
APPENDIX A – SCALE OF EXPENDITURES – DISTRICT DEPUTY GRAND MASTER

The following list of expenditures further qualifies those authorized in the Constitution, Section 107 and may be used as a guideline in Ottawa District 2:

1. Procurement of dress regalia of his office.
2. Travel expenses at the rate of \$0.50 per Km, round trip from his residence, as follows:
 - a. One (1) official visit to each Lodge during his term of office;
 - b. Attending the District Deputy Grand Master Regional meeting; and
 - c. Attending the District Deputy Grand Master Mid-Term meetingShould the District Deputy Grand Master choose to arrange for overnight accommodation after any of the above meetings, he will not be reimbursed.
3. Such other expenses necessary to the discharge of the duties of his office, including those of his Committees, as follows:
 - a. Printing of Trestle Boards and Summonses calling District meetings.
 - b. Letter-head stationery and envelopes.
 - c. Postage.
 - d. Photocopying documents.
 - e. Telephone charges related to the duties of his office.
 - f. Procurement of the dress regalia of the office of the District Secretary.
4. The Chair (or co-Chairs) of a District Committee shall prepare a plan and a supporting budget for each event he (or they) plan to put on within the District and submit the same to the District Deputy Grand Master for his review and approval. Expenses incurred for an authorized District event shall be reimbursed in accordance with the approved budget for that event.
5. Expenses relating to the expenditure of a gift to the Grand Master of the day, on the occasion of the Ottawa Districts' Banquet & Reception in his honour to a maximum of \$400.00, which would be the Ottawa District 2 share of the cost.
6. Requests for reimbursement of expenses shall be submitted to the District Deputy Grand Master for approval using the **Ottawa District 2 – Request for Reimbursement** form and shall be supported by appropriate receipts. This form will be available from the Ottawa District 2 website.

OTTAWA DISTRICT 2 REQUEST FOR REIMBURSEMENT	
Requested By: _____	
Amount Requested: _____	
Cheque Payable to: _____	
Details / Explanation of Expense	
Receipt(s) Attached (if no please explain)	
YES ___	NO ___
Signature _____ <i>(Requester)</i>	Date _____
Approved _____ <i>(DDGM / IPDDGM)</i>	Date _____
<u>For Treasurer's Use Only</u>	
Cheque # _____	Cheque Date _____
Comments	

APPENDIX B – ORGANIZATION CHART - OTTAWA DISTRICT 2



APPENDIX C – DISTRICT DEPUTY GRAND MASTERS

OTTAWA DISTRICT 2

[* = Deceased; † = Demitted]

<u>YEAR</u>	<u>DDGM</u>	<u>SECRETARY</u>	<u>LODGE</u>
1970-1971	R.W. Bro. Kenneth N. Nesbitt *	W. Bro. Douglas McLean *	Ionic 526
1971-1972	R.W. Bro. Mervin S. Tripp	W. Bro. George Poole *	Madawaska 196
1972-1973	R.W. Bro. Fred F. Horton *	W. Bro. Arthur Boden *	Chaudiere 264
1973-1974	R.W. Bro. William K. Leach *	W. Bro. Gordon Condie	Atomic 686
1974-1975	R.W. Bro. Lewis J. McAdam *	W. Bro. William Robinson *	Rideau 595
1975-1976	R.W. Bro. G. Stanley Black *	W. Bro. Clifford Stone *	Cobden 459
1976-1977	R.W. Bro. Harold R. Haywood *	W. Bro. Lionel Ramkerrysingh *	Defenders 590
1977-1978	R.W. Bro. James Selkirk *	W. Bro. William Byers *	Renfrew 122
1978-1979	R.W. Bro. James A. Jones *	W. Bro. Earl Killeen *	Chaudiere 264
1979-1980	R.W. Bro. Sidney Harbert *	W. Bro. Clifford Thomas	Pembroke 128
1980-1981	R.W. Bro. Thomas H. Hammell *	W. Bro. William May *	The Builders 177
1981-1982	R.W. Bro. Melville R. Curry *	W. Bro. Clinton Desjardins *	Enterprise 516
1982-1983	R.W. Bro. Allan E. Hewens *	W. Bro. Eldon Craig	Ashlar 564
1983-1984 ¹	R.W. Bro. Robert M. Taylor	W. Bro. James Cooper *	Pembroke 128
1984-1985	R.W. Bro. Emil Albrecht *	W. Bro. Norman Pound	Rideau 595
1985-1986	R.W. Bro. Meirion Griffith *	W. Bro. Clifford McAlister *	Atomic 686
1986-1987	R.W. Bro. R. Jack Kirkpatrick *	W. Bro. Walter Brown *	Defenders 590
1987-1988	R.W. Bro. Charles E. Clark *	W. Bro. George Gourlay	Bytown 721
1988-1989	R.W. Bro. Walter H. Hightower *	W. Bro. Robert Dick	Bonnechere 433
1989-1990	R.W. Bro. Donald H. Mumby	W. Bro. Peter Mott	Dalhousie 52
1990-1991	R.W. Bro. Gordon A. Gross *	W. Bro. Harold Hayes *	The Builders 177
1991-1992	R.W. Bro. Gordon A. Brown *	W. Bro. Graham Brown ²	Madawaska 196
1992-1993	R.W. Bro. Gordon H. Weedmark	W. Bro. Stephen Carr *	Rideau 595
1993-1994	R.W. Bro. David A. Fraser	W. Bro. Richard Shaddick	Dalhousie 52
1994-1995	R.W. Bro. Ralph D. Morgan	W. Bro. Wayne Woods	Pembroke 128
1995-1996	R.W. Bro. Roy H. Gilchrist *	W. Bro. Donald Lewis *	Ashlar 564
1996-1997	R.W. Bro. James Heffel *	W. Bro. Ronald Hobson	Luxor Daylight 741
1997-1998	R.W. Bro. Darwin M. Lacelle	W. Bro. Merrill Warren *	Bonnechere 433
1998-1999	R.W. Bro. Samuel Kalinowsky	W. Bro. Gerald Glenn *	Defenders 590
1999-2000	R.W. Bro. Glen H. Sage *	W. Bro. Glenson Jones	Bytown 721
2000-2001	R.W. Bro. Donald A. Wallace	W. Bro. Clarence Findlay	Atomic Daylight 686
2001-2002	R.W. Bro. Dale W.C. Atkinson *	W. Bro. David Mackey ³	Ionic 526
2002-2003 ⁴		W. Bro. Alan Arbuckle	Defenders 590
2003-2004	R.W. Bro. Derek McEwen	W. Bro. Earl Curry	Pembroke 128

¹ Rotation system described in Article VIII was implemented in 1983 as an “Open” year.

² Suspended NPD.

³ Affiliated with Hazeldean Lodge No. 517; demitted from Ionic Lodge No. 526

⁴ Incumbent duties terminated. R.W. Bro. Donald A. Wallace acted Pro Tem from May to July 2003.

APPENDIX C
to By-Laws
of Ottawa District 2

<u>YEAR</u>	<u>DDGM</u>	<u>SECRETARY</u>	<u>LODGE</u>
2004-2005	R.W. Bro. Howard Brockwell ⁵	W. Bro. Gerry Bent ⁶	Dalhousie 52
2005-2006	R.W. Bro. Brian Irvine	W. Bro. Jack Penny	Ashlar 564
2006-2007	R.W. Bro. Norman Brooks	W. Bro. William Thompson	Madawaska 196
2007-2008	R.W. Bro. John A. Saunders	W. Bro. Winston MacDonald	The Builders 177
2008-2009	R.W. Bro. Peter G. Harbert	W. Bro. Cal Bellamy	Bytown 721
2009-2010	R.W. Bro. Jack Ledger	W. Bro. Keith Richard	Renfrew 122
2010-2011	R.W. Bro. John Forster	W. Bro. William Eastwood *	Luxor Daylight 741
2011-2012	R.W. Bro. Philip S. Easterman	W. Bro. Guy Hosson	Dalhousie 52
2012-2013	R.W. Bro. Russell A. Staye	W. Bro. Mart Munk	Bonnechere 433
2013-2014	R.W. Bro. Charles Singh	W. Bro. Gord Hutchison *	Ionic 526
2014-2015	R.W. Bro. Jeff Barrie	W. Bro. John Smith	Madawaska 196
2015-2016	R.W. Bro. Richard Loomes	W. Bro. Jim White	The Builders 177
2016-2017	R.W. Bro. Robert H. Clarke	W. Bro. Jeff Noseworthy	Defenders 590
2017-2018	R.W. Bro. Michael Nagrodski	W. Bro. Marc Essiambre	Madawaska 196

⁵ Demitted from Dalhousie Lodge No. 52

⁶ Affiliated with Luxor Daylight Lodge No. 741; demitted from Dalhousie Lodge No. 52

