

**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**

By-Laws were framed May 1995

**Approved – August 22, 2022**

**Printed – August 31, 2022**



# Table of Contents

PREFACE.....	1
PREAMBLE.....	3
ARTICLE I – IDENTIFICATION.....	3
Section 1 – Name.....	3
Section 2 – Motto.....	3
ARTICLE II – DUTY TO GRAND LODGE.....	3
ARTICLE III – MEETINGS.....	3
Section 1 – Regular Meetings.....	3
Section 2 – Emergent Meetings.....	4
Section 3 – Attendance.....	4
Section 4 – Voting.....	4
Section 5 – Nominations.....	4
ARTICLE IV – DISTRICT OFFICERS.....	5
Section 1 – District Deputy Grand Master.....	5
Section 2 – District Secretary.....	5
Section 3 – District Treasurer.....	6
Section 4 – District Chaplain.....	6
Section 5 – District Historian.....	6
Section 6 – District Mentor.....	6
Section 7 – District Financial Reviewers.....	6
Section 8 – District Representatives to Grand Master’s Reception & Banquet Committee.....	6
ARTICLE V – DISTRICT COMMITTEES.....	6
Section 1 – General.....	6
Section 2 – Standing Committees.....	7
Section 3 – Special Committees.....	7
ARTICLE VI – DUTIES OF DISTRICT OFFICERS & COMMITTEES.....	7
Section 1 – District Officers.....	7
Section 1.1 – District Deputy Grand Master.....	7
Section 1.2 – District Secretary.....	7
Section 1.3 – District Treasurer.....	8
Section 1.4 – District Chaplain.....	8
Section 1.5 – District Historian.....	8
Section 1.6 – District Mentor.....	9
Section 1.7 – District Financial Reviewers.....	9

Section 2 – District Committees .....	9
Section 2.1 – District Advisory Committee.....	9
Section 2.2 – District Blood Donor Committee.....	10
Section 2.3 – District Brother-to-Brother Committee.....	10
Section 2.4 – District By-Laws Committee .....	10
Section 2.5 – District Computer Resources & Web Page Committee.....	10
Section 2.6 – District Friend-to-Friend Committee .....	11
Section 2.7 – District Lodge Buildings Committee .....	11
Section 2.8 – District Long Range Planning Committee.....	11
Section 2.9 – District Masonic Education & Instruction Committee .....	11
Section 2.10 – District Mentoring Committee.....	11
Section 2.11 – District Relief & Benevolence Committee .....	12
ARTICLE VII – FINANCIAL ADMINISTRATION.....	12
Section 1 – Fiscal Year .....	12
Section 2 – Proposed Budget .....	12
Section 3 – General Fund.....	12
Section 4 – Funding .....	13
Section 5 – Bill Payment .....	13
Section 6 – Financial Review .....	13
ARTICLE VIII – DISTRICT ROTATION SYSTEM.....	13
Section 1 – General.....	13
Section 2 – Rotational Categories.....	14
ARTICLE IX – CONDUCT OF BUSINESS .....	14
Section 1 – Agenda .....	14
Section 2 – Rules of Order.....	14
ARTICLE X – AMENDMENTS TO THE BY-LAWS .....	15
ARTICLE XI – DISTRIBUTION .....	15
APPENDIX A – SCALE OF EXPENDITURES – DISTRICT DEPUTY GRAND MASTER .....	17
APPENDIX B – ORGANIZATION CHART - OTTAWA DISTRICT 2 .....	21
APPENDIX C – DISTRICT DEPUTY GRAND MASTERS.....	23

## PREFACE

Beneath our lofty ideals there must 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 because 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 and one Lodge having gone into darkness [Corinthian 476 – May 2000], there are fifteen Lodges in Ottawa District 1. Ottawa District 2, after one new Lodge was formed, three amalgamations occurred (Rideau 595 with Chaudiere 264 – May 2003, Enterprise 516 with Cobden 459 – September 2007, and Chaudiere 264 with The Builders 177 – January 2021), and four Lodges surrendered their Charter (Atomic Daylight 686<sup>1</sup> – October 2014, Bonnechere 433 – June 2017, Dalhousie 52 – April 2019, and Luxor Daylight 741 – May 2022), consists of nine active Lodges. The relevant details and any pertinent comments of the Lodges of Ottawa District 2 have been included in the following table:

---

<sup>1</sup> Atomic 686 surrendered its Charter in November 1995, then reopened as Atomic Daylight 686 in March 1996

<b>Lodge</b>	<b>Location</b>	<b>Instituted</b>	<b>Comments</b>
Dalhousie 52	Ottawa (Walkley)	1848	Surrendered Charter – Apr 23, 2019
Renfrew 122	Renfrew	1859	
Pembroke 128	Pembroke	1860	
The Builders 177	Ottawa (Walkley)	1865	Chaudiere amalgamated Jan 1, 2021
Madawaska 196	Arnprior	1868	
Chaudiere 264	Ottawa (Walkley)	1871	Rideau amalgamated in May 2003 Amalgamated w/ The Builders on Jan 1, 2021
Bonnechere 433	Eganville	1895	Surrendered Charter – Jun 21, 2017
Cobden 459	Cobden	1903	Enterprise amalgamated in Sep 2007
Enterprise 516	Beachburg	1913	Amalgamated w/ Cobden in Sep 2007
Ionic 526	Ottawa (Westboro)	1914	
Ashlar 564	Ottawa (Walkley)	1920	
Defenders 590	Ottawa (Walkley)	1922	
Rideau 595	Ottawa (Walkley)	1922	Amalgamated w/ Chaudiere in May 2003
Atomic 686	Deep River	1957	Surrendered Charter – Nov 1995
Atomic Daylight 686		1996	Surrendered Charter – Oct 2014
Bytown 721	Ottawa (Westboro)	1969	
Luxor Daylight 741	Ottawa (Walkley)	1991	Surrendered Charter – May 18, 2022

## **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 table of constituent Lodges included in the Preface.

### ***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***

The District Deputy Grand Master shall hold two (2) District meetings during his term. All regular District meetings shall be open to all Masons of the District, but, per Section 56 of the Constitution, only the Worshipful Master, the Wardens and the Past Masters are eligible to vote on properly moved and seconded resolutions.

- a. The first regular District meeting shall be held on the fourth Monday of August at 7:30 PM and in a venue at the discretion of the presiding District Deputy Grand Master. In addition to regular District business, this meeting is to:
  - i. Permit the District Deputy Grand Master to introduce himself, his District Officers, and Committee Chairmen to the District brethren,
  - ii. Permit the District Deputy Grand Master to present his proposed budget and trestle board and to communicate Grand Lodge initiatives and directives to the District Lodges,
  - iii. Permit the immediate Past District Deputy Grand Master 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. The second District meeting shall be held on the fourth Tuesday of May at 7:30 PM and in a venue at the discretion of the presiding District Deputy Grand Master. 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.

### ***Section 2 – Emergent Meetings***

Emergent meetings may be held at the call of the Grand Master or District Deputy Grand Master for just and lawful reason(s) and upon proper and reasonable notification thereof. Such meetings shall be held on the date and time, and in the venue designated by the Grand Master or the presiding District Deputy Grand Master.

- a. The purpose of the meeting must be stated in the summons for the meeting.
- b. All Masters, Wardens, and Past Masters of the District shall attend as they are able.
- c. The business of the meeting shall be restricted to that stated in the summons for said meeting.

### ***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 at the District meeting held on the fourth Tuesday in May. 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 at that meeting.

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

The District Deputy Grand Master shall submit the slate of nominees as finalized at the May District meeting to Grand Lodge and this slate shall form the official ballot for the new District Deputy Grand Master.

## **ARTICLE IV – 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 1 – 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 District Deputy Grand Master Orientation, for prospective District Deputy Grand Masters the District Deputy Grand Master shall call for the ballot.

### ***Section 2 – 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 3 – 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 4 – District Chaplain***

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

### ***Section 5 – District Historian***

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

### ***Section 6 – District Mentor***

The District Deputy Grand Master shall appoint a District Mentor to act during his term of office. The appointee should be of Past Master rank, preferably a Past Grand Lodge Officer. His term of office shall be one (1) year, but he may be reappointed to serve a maximum of four (4) years at the pleasure of the District Deputy Grand Master.

### ***Section 7 – District Financial Reviewers***

Two Financial Reviewers, from the 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
- b. Blood Donor
- c. Brother-to-Brother
- d. By-Laws
- e. Computer Resources & Web Page
- f. Friend-to-Friend
- g. Lodge Buildings
- h. Long Range Planning
- i. Masonic Education & Instruction
- j. Mentor Programme
- k. Relief & Benevolence

### ***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 Officers***

#### **Section 1.1 – 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, and 60.

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

#### **Section 1.2 – 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 1.3 – 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 1.4 – 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 1.5 – 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 1.6 – District Mentor**

The District Mentor shall serve as Chairman of the District Mentoring Committee and shall be responsible for promoting mentoring programs in the District Lodges. He shall also serve as a member of the Grand Lodge Mentoring Matters Committee. He may call upon the Roving Mentors and Lodge Mentors to assist him in promoting the program tips and techniques distributed by that Committee.

### **Section 1.7 – 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 2 – District Committees***

### **Section 2.1 – 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 2.2 – 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 2.3 – 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 2.4 – 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 2.5 – 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 2.6 – 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 2.7 – 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 2.8 – 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 2.9 – 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 (h) 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 2.10 – District Mentoring Committee**

This Committee shall be chaired by the District Mentor and shall include the Roving Mentors of the District and all the Lodge Mentors.

The primary duty of this Committee is to promote the Grand Lodge Mentoring Matters program and the exchange of mentoring and educational ideas amongst the District Lodges.

### **Section 2.11 – District Relief & Benevolence 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.

## **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 using the latest membership figures provided by the District Lodges 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.

To ensure the latest membership numbers used to calculate the District Levy are accurate, each Lodge shall mail or otherwise deliver to the District Secretary a copy of its Grand Lodge semi-annual returns for June on or before July 8<sup>th</sup>. As this will be a copy of the returns the Lodge submitted to the Grand Secretary, it must be signed by the Worshipful Master and the Lodge Secretary and bear the Lodge Seal.

## ***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:

<b><u>CITY</u></b>	<b><u>VALLEY</u></b>	<b><u>OPEN</u></b>
The Builders 177	Renfrew 122	All Constituent Lodges
Ionic 526	Pembroke 128	
Ashlar 564	Madawaska 196	
Defenders 590	Cobden 459	
Bytown 721		

## **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. During his term of office, the duties of the District Deputy Grand Master require him to:
  - Make one (1) official visit to each Lodge of the District;
  - Hold two (2) District Meetings within the District (one in August and one in June);
  - Hold one (1) District 2 Divine Service;
  - Attend the District Deputy Grand Master Regional meeting; and
  - Attend the District Deputy Grand Master Mid-Term meeting.

For these trips, the District Deputy Grand Master will be reimbursed as follows:

- Travel expenses at the rate of \$0.50 per Km, round trip from his residence; and
- A maximum of \$100.00 for overnight accommodation when attending the District Deputy Grand Master Mid-Term meeting, which is usually held in the Toronto Area.

**NOTE:** Except for the Mid-Term meeting, if the District Deputy Grand Master chooses 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:
  - Printing of Trestle Boards and Summonses calling District meetings.
  - Letter-head stationery and envelopes.
  - Postage.
  - Photocopying documents.
  - Telephone charges related to the duties of his office.
  - 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.

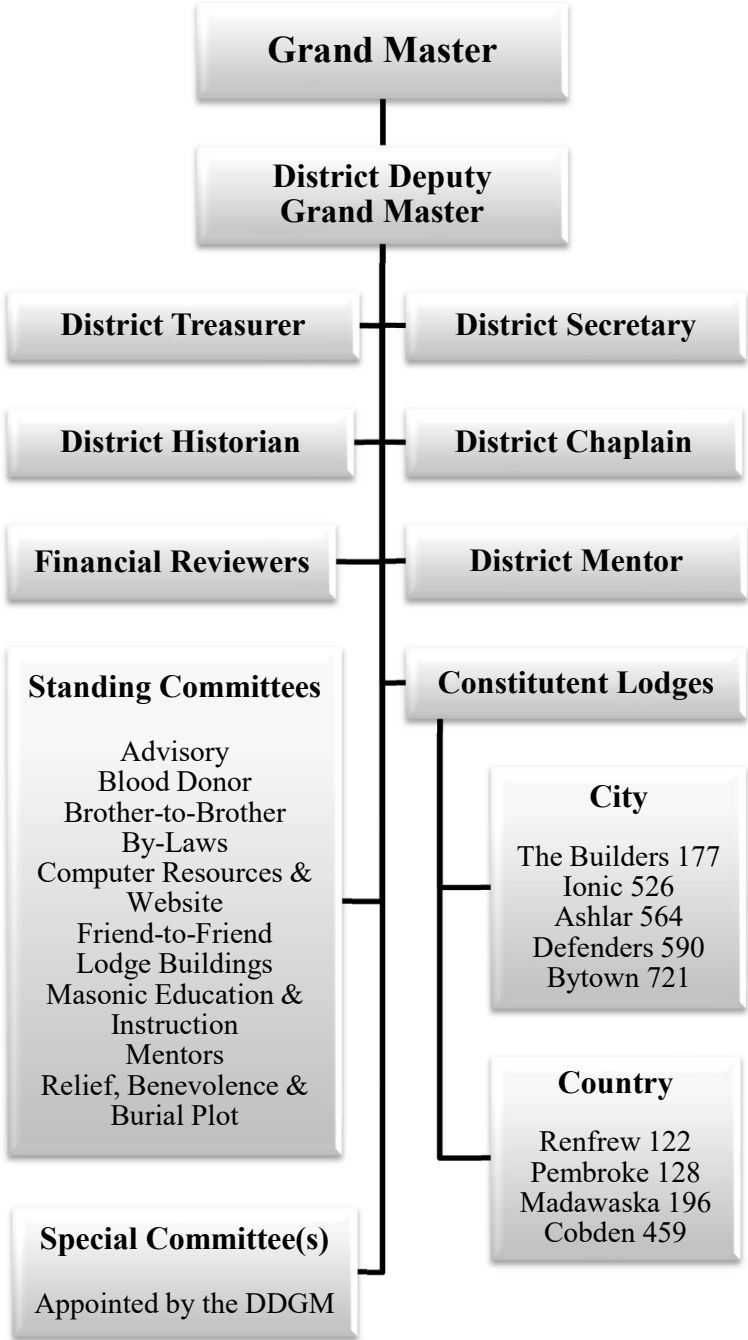
5. Expenses relating to the expenditure of a gift to the Grand Master of the day, on the occasion of the Ottawa Districts' Banquet & Reception in his honour to a maximum of \$400.00, which would be the Ottawa District 2 share of the cost.
6. Requests for reimbursement of expenses shall be submitted to 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.

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





**APPENDIX B – ORGANIZATION CHART - OTTAWA  
DISTRICT 2**





## APPENDIX C – DISTRICT DEPUTY GRAND MASTERS

### OTTAWA DISTRICT 2

[\* = Deceased]

<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 <sup>2</sup>	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 <sup>3</sup>	Madawaska 196
1992-1993	R.W. Bro. Gordon H. Weedmark <sup>4</sup>	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 <sup>5</sup>	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 <sup>6</sup>	Ionic 526
2002-2003 <sup>7</sup>		W. Bro. Alan Arbuckle *	Defenders 590

<sup>2</sup> Rotation system described in Article VIII was approved in 1983 effective July 1984 as a “City” year.

<sup>3</sup> Suspended NPD.

<sup>4</sup> The District has lost touch with R.W. Bro. Weedmark.

<sup>5</sup> Suspended NPD automatically after Bonnechere Lodge No. 433 closed in June 2017

<sup>6</sup> Affiliated with Hazeldean Lodge No. 517; demitted from Ionic Lodge No. 526

<sup>7</sup> 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>
2003-2004	R.W. Bro. Derek McEwen	W. Bro. Earl Curry *	Pembroke 128
2004-2005	R.W. Bro. Howard Brockwell <sup>8</sup>	W. Bro. Gerry Bent <sup>9</sup>	Dalhousie 52
2005-2006	R.W. Bro. Brian Irvine *	W. Bro. Jack Penny <sup>10</sup>	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
2018-2019	R.W. Bro. Kenneth G. Brinston	W. Bro. Terrence W. Davies	Chaudiere 264
2019-2020	R.W. Bro. John G. Hawkins	W. Bro. Jeff Hawkins	Bytown 721
2020-2021	R.W. Bro. John G. Hawkins <sup>11</sup>	W. Bro. Scott Macdonald	Bytown 721
2021-2022	R.W. Bro. John G. Hawkins <sup>12</sup>	W. Bro. Scott Macdonald	Bytown 721
2022-2023	R.W. Bro. Robert Sullivan	W. Bro. Mony Hanna	Defenders 590

<sup>8</sup> Demitted from Dalhousie Lodge No. 52

<sup>9</sup> Affiliated with Luxor Daylight Lodge No. 741; demitted from Dalhousie Lodge No. 52

<sup>10</sup> Demitted from Ashlar Lodge No. 564

<sup>11</sup> Due to COVID-19, Masonic meetings, elections, and installations were cancelled; incumbent Officers remained in office for 2020-2021

<sup>12</sup> No District Lodge fielded a candidate for 2021-2022, so R.W. Bro. Hawkins continued as DDGM for an additional term

