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**The Methven Lodge #51 NZC**

**Consecrated October 1883 #694 SC**

**BY-LAWS**

**NAME AND NUMBER**

1. The name of the Lodge is The Methven Lodge and its number is 51 on the Roll of Grand Lodge of New Zealand. The members of the Lodge acknowledge the supremacy of Grand Lodge and pledge themselves to obey its Laws and Regulations.

### MEETINGS

1. The Lodge shall meet in the Masonic Hall, 4 Chapman St, Methven.
2. The regular meetings shall be held on the second Wednesday of every month
3. The day of a particular regular meeting may be altered by dispensation as provided by the Book of Constitution.
4. Meetings shall commence at 7.30 p.m. or at such other hour as the Master may direct.
5. A summons to a regular meeting shall be sent to every member at least seven days before the date thereof stating the time, date and place of the meeting and the business to be transacted.

**EMERGENCY MEETINGS**

1. Emergency meetings may be called as provided for in the Book of Constitution.

Should such a meeting be called at the request of, or for the convenience of any candidate, Brother or Brethren, he or they shall, if required so to do by resolution of the Lodge, pay the expenses of such meeting.

#### CONDUCT OF MEETINGS

1. At the regular meetings the order of business shall be as follows:
2. Reading and confirmation of Minutes
3. Declaration of Treasurer's balances
4. Reading and consideration of correspondence and communications
5. Passing of accounts for payment
6. Almoner's Report
7. Taking of ballots
8. Resolutions of which notices have been given
9. Committee reports (if any)
10. General Business
11. Initiations, Passings and Raisings, lectures and other Masonic business of a like nature
12. Propositions for membership
13. Reception of notices of motion

**Note: The Master may vary the order of business.**

9. Any resolution moved upon notice may be passed in an amended form as long as the amendment fairly arises on the resolution specified in the notice, and a resolution consequential upon a resolution of which due notice has been given may be moved and passed without previous notice. Standard or normal Westminster meeting procedures will apply to all business sessions and any ensuing debate at all times.

10. Any resolution may in the absence of the proposer be moved by any other member.

11. In matters not expressly provided for by these by-laws the rules of order and debate commonly observed amongst Freemasons shall be adhered to

### NOMINATION AND ELECTION OF MASTER

### AND OFFICERS

12. a. The officers of the Lodge shall consist of:

* The Master
* Senior Warden
* Junior Warden
* Treasurer
* Secretary
* Almoner
* Senior Deacon
* Junior Deacon
* Inner Guard
* Tyler

b. Besides the regular offices specified in the Book of Constitution, the following offices may be filled:

* Deputy Master (who must be an Installed Master)
* Chaplain
* Director of Ceremonies
* Assistant Secretary
* Assistant Almoner
* Assistant Director of Ceremonies
* Standard Bearer
* Organist
* Senior Steward
* Junior Steward
* Assistant Steward

c. No brother shall hold more than one office at the same time: Provided always:

 i. The Lodge may, subject to conditions set out in the Book of Constitution, elect a brother to the joint office of Secretary/Treasurer.

 ii. Any brother holding any other office may also hold the office of Almoner.

13. The nomination of the Master shall be conducted as provided by the Book of Constitution.

14. The election of the Master shall be held at the regular meeting in the month of March after being nominated in February, and the Master shall be installed, and the other offices invested, at the regular meeting in the month of May.

15. All the other officers shall be nominated by the Lodge at the same meeting as that at which the Master is elected in March and candidates for office shall be elected at the next regular meeting. Their names shall appear in the summons calling the meeting at which the election is to take place. If only one candidate is nominated for any office he shall be declared to be elected. If more than one candidate is so nominated a ballot shall be taken and the candidate with the greater or greatest number of votes shall be declared to be elected.

16. The Master shall (if necessary) cause a meeting of the members of the rank of Installed Master to be held annually in the month of March to consider and recommend candidates for elective office.

### DUTIES OF OFFICERS

17. The Treasurer shall prepare and keep an inventory of all property of the Lodge and keep and make proper entries in such books of accounts, vouchers, and other records as may be required for the preparation of the annual accounts required by these By‑laws and the auditing of the same and for compliance with the Book of Constitution.

18. The Secretary, in addition to the general duties of his office under direction of the Master, shall:

1. Prepare and issue summonses.
2. Keep minutes of all meetings of the Lodge, the Standing Committee, or any other Committee of which he is a member or of which he is not a member but which the Master calls on him to attend for that purposes.
3. Receive inward correspondence and submit it to the Lodge.
4. Conduct outward correspondence and submit it to the Lodge.
5. Make to the Grand Secretary all returns and reports required by the Book of Constitution or prescribed from time to time by the Board of General Purposes or Board of Benevolence.
6. An Honorarium can be paid if the Lodge sees fit, and considered at the March meeting.

### FEES, DUES AND LEVIES

### 19. Fees

The fees payable to the Lodge shall be:

a. The Lodge may at a regular meeting, after a notice of motion to that effect has been given at the previous meeting and inserted in the summons convening the meeting, resolve that there shall be a fee payable by an initiate or joining member and from time to time set the respective amounts payable.

b. The joining fee shall not apply to any Brother joining from a Lodge which has ceased to exist.

1. **Initiates and joining members** shall in their first year of membership pay a pro-rata level of annual dues calculated from the first day of the month immediately following their date of initiation or joining.

20. **Dues**

a. For the purposes of establishing dues, membership is divided into the following categories:

 i. Ordinary Full Member.

 ii. Country Member

1. ii. (defined) A Country member is one who lives 75Kms or more away from

Lodge meeting rooms or has had 40 or more years membership of The Methven Lodge.

b. The level of annual dues for each category of member shall be determined by resolution at the regular meeting in March of each year after a notice of motion to that effect has been given at a previous meeting and inserted in the summons convening the said meeting. Notwithstanding the provisions of this clause the level of annual dues may be amended in the prescribed manner at any regular meeting if circumstances so dictate.

1. **Annual Lodge dues** shall be **exclusive** of any fees or levies which may from time to time be set by Grand Lodge and/or the Divisional & District Grand Masters on behalf of the Masonic Division and District. Any such fees or levies are to be separately charged to the Brother on whose behalf the fees or levies are paid or payable by the Lodge.

21. **Levies**

In addition to the annual dues the Lodge may from time to time impose an occasional levy on each member. A levy shall be imposed by resolution after notice on that behalf has been given and, unless the Lodge otherwise resolves, such levy shall become payable on the day of the next regular meeting following the meeting at which it was enacted.

22. **Exemptions**

The following members shall be exempt from payment of annual dues and levies:

1. An Honorary Member.
2. A Member in whose favour the Lodge exercises the powers conferred by the Book of Constitution.
3. A Member holding office for the time being as Secretary or Treasurer.

Provided however, such Members **shall remain liable to reimburse the Lodge** for fees or levies payable to the Grand Lodge or Divisional and District Grand Masters.

23. **Arrears of Dues**

Any member whose dues shall be in arrears for:

a. Twelve (12) months shall not be entitled to vote on any motion or matter before the Lodge nor be eligible to be nominated, appointed or elected to any office or position in the Lodge, and if holding office, such office shall ipso facto become vacant.

b. Twelve (12) months with any part of his dues may be suspended or struck off providing that the Brother has been given at least three (3) months' notice in writing in the prescribed form to appear at a regular meeting to show cause why he should not be suspended or struck off and failing such appearance or explanation the Lodge resolves by not less than a two-thirds majority of the Members present and voting, that he be suspended or struck off and providing that all other procedures prescribed by the Book of Constitution are adhered to; or alternatively:

c. Twelve (12) months with any part of his dues the Lodge may resolve by not less than a two-thirds majority of the Members present and voting, that the Brother be given at least three (3) months' notice in writing in the prescribed form to pay his dues and failing such payment he will automatically cease to be a Member of the Lodge and providing that all other procedures prescribed by the Book of Constitution are adhered to.

**FEES AND DUES SCHEDULE**

**Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **INITIATION** | **Amount** | **Date Enacted** | **Effective Date** |
| $100 | June ‘14 | 1st October ‘14 |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| **JOINING** | **Amount** | **Date Enacted** | **Effective Date** |
| $45 | June ‘14 | 1st October ‘14 |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |

##### Dues

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDINARY MEMBERS** | **Amount** | **Date Enacted** | **Effective Date** |
| $160 | March ‘14 | 1st April ‘14 |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| **COUNTRY MEMBERS** | **Amount** | **Date Enacted** | **Effective Date** |
| $120 | March ‘14 | 1st April ‘14 |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| **40+ YEAR MEMBERS** | **Amount** | **Date Enacted** | **Effective Date** |
| $120 | March ‘14 | 1st April ‘14 |
| $ |  |  |
| $ |  |  |
| $ |  |  |

##### *(This page is inserted for Brethren to record the various resolutions from time to time)*MEMBERSHIP

24. **Candidates and Joining Members**

Any candidate for initiation or any joining member shall be investigated, proposed and balloted for in accordance with the Book of Constitution.

Two (2) black (or round) balls shall exclude a candidate at any ballot for initiation but no Candidate for affiliation shall be excluded by less than two (2) black balls.

The periods within which, after the date of the ballot, a candidate must upon request present himself for initiation is fixed at twelve (12) months.

25. **Resignation of Members**

Any member wishing to resign from the Lodge shall give notice thereof in writing to the Secretary or declare the same in open Lodge. His resignation shall then be duly entered in the Lodge register.

26. **Members & Visitors to Sign Attendance Register**

No member or visitor shall be permitted to enter the Lodge until they have signed his name and Masonic rank in the attendance book.

27. **Honorary Members**

 Subject to Dispensation from the Divisional Grand Master the Lodge may, by resolution passed at any regular meeting, elect as an honorary member any member who has rendered eminent service to the Lodge or to the Craft, provided notice thereof shall have been given at a previous regular meeting and inserted in the summons for such first mentioned meeting. Any member, when so elected, shall be entitled to all the privileges of membership and shall be exempt from all dues and levies.

**FINANCIAL PROVISIONS**

28.

a. The financial year of the Lodge shall end on the last day of the month of March.

 b. All monies received by the Treasurer or Secretary or other person on behalf of the Lodge shall be paid forthwith to the credit of the Lodge at such bank, at BNZ, Methven as the Lodge may from time to time by resolution select. All funds must be kept within NZ registered Banks. All disbursements shall be made by cheque signed by any two of the Master, Treasurer or Secretary.

1. No disbursement of Lodge funds except from an authorised imprest account shall be made except pursuant to resolution of the Lodge.

 e. Any term deposits, capital sums, savings and funds being held should have an inflationary factor added to the capital amount annually, before the dispersal of any interest monies (should that be the case) to maintain purchasing power of the original deposit.

 f. **The auditing or examining** of accounts shall be undertaken (a committee of Lodge auditors consisting of members nominated and elected annually at the same regular meeting as candidates for office (April), and casual vacancies shall be filled) (two members selected annually at the same regular meeting as candidates for office, one to be appointed by the Master, the other to be nominated and elected by the Lodge, and casual vacancies shall be filled, in the case of the Master's auditor by appointment, and in the case of the elected auditor in the same way as vacant elective offices). The auditors shall at all times be entitled to inspect the Treasurer's books of account and all vouchers and documents relating thereto.

 **NB.** **An audit is required by the Book of Constitution.**

 **BENEVOLENT FUND**

29. A Lodge Benevolent Fund is established, to which shall be credited:

a. A “Good Citizenship” account with an initial deposit base of $10,000. The interest of which after an inflationary factor added to the capital annually is given to the Mt Hutt College annual Prize Giving each year to an award for Good Citizenship to a senior Girl and a Senior Boy, selected by the Mt Hutt College Principle.

b. A “Good Cheer” account with an initial deposit base of $15,000. The interest of which after an inflationary factor added to the capital annually is given to needy members, widows or approved persons. Payments must be approved by a full Lodge meeting, excepting in cases as provided for in by-law 30.

c. All contributions received for purposes of charity not otherwise specified.

30. The Master shall have a power to afford relief in any urgent case of need of a Freemason or a Widow, Orphan or Dependent of a Freemason by directing the immediate disbursement of a sum not exceeding $200, the circumstances to be reported to the Lodge at the next meeting.

31. Any part of the Lodge Benevolent Fund not required for immediate disbursement shall be separately invested by the Trustees in such manner as the Lodge from time to time directs, and both the accumulations of income and capital of the Fund may be resorted to for the purposes for which it is established.

##### COMMITTEES

32. **Standing Committee**

A Standing Committee shall be established to consist of the Master, his Wardens, the Treasurer, the Secretary, all Brethren of the rank of Installed Master and two (2) Brethren of the degree of Master Mason not for the time being holding office in the Lodge. The elective members of the Standing Committee shall be nominated and elected annually at the same regular meeting as candidates for office, and shall hold office for one year from the day of installation, and casual vacancies may be filled in the same way as vacant elective offices. The Standing Committee shall meet at such time and place as the Master directs, and members shall receive such reasonable notice of a meeting as the circumstance permits, and a quorum shall consist of seven (7) members, The Master, (Deputy Master), Immediate Past Master, Senior Warden or Treasurer being one. The function of the Standing Committee shall be to investigate and report to the Lodge upon all matters referred to it by the Lodge or the Master and to make such recommendations as it thinks proper on any matter affecting the Lodge.)

 **LODGE OF INSTRUCTION**

33. A Lodge of Instruction / Rehearsal may be held in conformity with the Book of Constitution on such days and at such times as the Lodge may from time to time determine.

**TRUSTEES**

34. a. The number of Trustees of the Lodge for the purposes of that Act shall be three, (3).

1. The Trustees shall hold office during the pleasure of the Lodge, and the office of the Trust shall be vacated by resignation of office, or cessation of membership of the Lodge, or the passing of a resolution discharging a Trustee from office.

 c. Any Trustee may be discharged from office and any appointment to the office of Trustee may be made by resolution passed at any regular meeting of the Lodge.

 d. The Trustees shall hold all property of the Lodge not impressed with a particular trust upon trust for the general purposes of the Lodge and shall permit the same to be used and enjoyed, and shall dispose of the same in accordance with the directions of the Lodge given from time to time by resolution passed at a regular meeting of the Lodge.

 e. The provisions of By-law No. 28.b. relating to the bank account of the Lodge shall be deemed to be a direction of the Lodge to the Trustees for the purposes of this By-law so that the bank account may be dealt with as herein provided.

 f. Each Trustee and his Successors when constitutionally elected shall be completely indemnified out of the assets of the Lodge in respect of all claims made against him as Trustee provided he has acted in good faith.

**LODGE CARETAKER**

35. A Lodge Caretaker can be appointed to attend to the regular cleanliness of the Lodge rooms, and to be the “watchful eye” of sound building structure, and the attention to ground maintenance. The caretaker can be rewarded as per By-Law 22, should the Lodge see fit.

**MATTERS NOT PROVIDED FOR IN THE BY-LAWS**

36. Any matter or circumstance not provided for in these By-laws shall be decided by a majority vote of the members present in regular meeting provided, however, that any such decision must conform in all respects to the provisions of the Book of Constitution.

**RESTRICTION ON POWER OF AMENDMENT**

**AND DISPOSAL OF PROPERTY**

37. a. In the event the Lodge shall be dissolved, surrender its Charter or resolve to cease to exist then, notwithstanding any other provision contained within these By-laws, the residue of funds, assets, investments or other property vested in the Trustees of the Lodge as may remain after payment of all liabilities, costs and expenses shall be disposed of in accordance with the Scheme of Distribution approved by the Divisional Grand Master provided however neither the Trustees nor any member of the Lodge shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purposed that is in law a public charitable purpose in New Zealand.

b. No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded or, or received, gained, achieved or derived by any of the persons specified in paragraphs i. to iv. of the second proviso to Section CB4(e) of the Income Tax Act 1994, or any enactment in amendment thereof or in substitution therefor, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine, or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that Section and save reasonable remuneration for services performed.

d. Notwithstanding anything in these By-laws no proposed amendment shall be entertained and no amendment that may be adopted shall have any force or effect if and insofar as it purports to amend this By-law or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the Lodge Benevolence Fund, or other property that may at any time be vested in the Trustees in trust for a public charitable purpose.

**ALTERATION OF BY-LAWS**

38. Any By-law may be revoked or altered, and a new By-law enacted, by resolution of the Lodge passed at a regular meeting after notice of the proposal has been given in open Lodge, or has in case of urgency and by special permission of the Master been given in writing to the Secretary at least fourteen (14) days before the meeting, and in any case has been set out in the Lodge summons for that meeting.

39. Unless in enacting the alteration the Lodge fixes a later date of coming into force, an alteration shall come into force on the day following approval by the Board of General Purposes.

**INTERPRETATION**

NB: When approved By-laws are put into print it is convenient to append a memorandum to the following effect:

The foregoing By-laws were enacted by the Lodge on the 8th day of October 2014, (with clause 20 and schedule on 12th March 2014), and approved by the Board of General Purposes on the 16th day of October 2014.

**FORMS OF RESOLUTION FOR ENACTMENT OF BY-LAWS**

1. That the By-laws contained in the document circulated to the members and submitted to the Lodge and identified by the signatures of the Master and Secretary be adopted as the By-laws of the Lodge subject to approval by the Board of General Purposes.

2. That the By-laws now adopted shall come into force on the 1st day of April 2014 or as soon thereafter as the approval of the Board of General Purposes has been given.

3. That on the coming into force of the By-laws now adopted all prior By-laws shall be revoked.

**FORMS OF RESOLUTION BY**

**ALTERATION OF BY-LAWS**

5. That By-law No. \_\_\_\_ be revoked and the following substituted: therefore \_\_\_\_\_\_

6. That By-law No. \_\_\_ be amended (by revoking the words "….." (or by revoking al the words thereof from the words "…" to the words "…" both inclusive) and substituting therefore the following words:

7. That the By-laws of the Lodge be amended by inserting the next following By-law No. 12 the following additional By-law No. 12a …..

8. That the alterations of By-laws now adopted shall come into force on the day following the \_\_\_\_\_\_\_ day when the approval of the Board of General Purposes is given thereto.

If the nature of the alterations so requires, a saving resolution similar to No. 4 above may also be necessary.

**ADOPTED by The Methven Lodge No.51** on Wednesday 8th October 2014.

W Bro Geo W Currie Worshipful Master

W Bro Geo W Currie & Bro RA McCrory Interim Secretaries

**These By-Laws were approved by the Grand Registrar:** RW Bro JS Pritchard for the Board of General Purposes on 16th October 2014, for the Grand Lodge of New Zealand.

Richard Lodge: Grand Secretary.