



BY-LAWS
of
SCOTIA LODGE No. 263

Holding
under
the
United Grand Lodge
of Queensland

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Constitution

1. The Lodge shall be known and designated as "Scotia Lodge" No. 263. The Members hereby acknowledge the supremacy of the United Grand Lodge of Queensland, and agree to obey the laws thereof contained in the Book of Constitutions and those which the Grand Lodge may enact hereafter.

Time and Place of Meeting

2. The Regular Meetings of the Lodge shall be held in the Masonic Centre, Kedron, on the first Friday in each month at 7p.m., or at such other hour as the Master shall direct. The Master may declare a recess in the month of January. Installation Meeting shall be held on the first Saturday in October.

Emergency Meeting

3. The Master may call Emergency Meetings when considered necessary by him. If any Emergency Meeting be called at the request or for the convenience of any Brother or Brethren, the expense of such meeting shall be borne by him or them. At Emergency Meetings no business shall be transacted but that expressed on the summons. Five days' notice shall be given of all Emergency Meetings.

Officers

4. The Officers shall consist of a Master, Senior Warden, Junior Warden, Chaplain, Treasurer, Secretary, Director of Ceremonies, Senior Deacon, Junior Deacon, Deputy Director of Ceremonies, Almoner, Organist, Assistant Secretary, Inner Guard, Stewards and Tyler, and such other authorised officers as may from time to time be considered necessary.

Any Officer being absent from his Lodge for three consecutive Regular Meetings shall be deemed to have vacated his office, unless a reason satisfactory to the Lodge be given to the Lodge by such Officer.

If a vacancy so occurs in any office other than that of Master, the Master shall appoint a Brother to serve such office for the remainder of the year.

Order of Business

5. Immediately after the opening of the Lodge at the Regular Meeting the Secretary shall present the minutes of the preceding Regular Meeting (and Emergency Meetings, if any) which, on confirmation, shall receive the signature of the Master.

The business shall then proceed as follows :-

1. Correspondence
2. Accounts
3. Treasurer's Report
4. Consideration of Propositions made at previous meeting
5. Ballots for Candidates or Joining Members
6. Notices of Motion
7. Reports of Committees
8. Initiations, Passings and Raisings
9. Proposition of Candidates
10. General Business

Addressing the Lodge

6. No Member shall be entitled to speak more than once on any question without express permission from the Master, but the mover shall have the right to reply.

Mode of Voting

7. All matters arising in the Lodge, and not otherwise provided for by the Constitutions of Grand Lodge or these By-laws shall be decided by the votes of a majority expressed in the usual Masonic manner, unless three Members present shall demand a ballot.

Notice of Motion

8. Any Brother desirous of submitting a motion for the good of Freemasonry in general, or this Lodge in particular, shall give notice of such intention at a Regular Meeting of the Lodge, and place in the hands of the Secretary a copy of the motion, which shall be entered in the minutes and inserted in the summons for the next Regular Meeting or Emergency Meeting appointed for the purpose of dealing with the matter.

Candidates for Initiation and as Joining Members

9. Two black balls shall exclude a candidate for initiation, or a candidate as a Joining Member. Twelve calendar months at least shall elapse before any rejected candidate or candidate whose application has been withdrawn can be proposed again.

Instruction of Candidates

10. It shall be the duty of the proposer and seconder to ascertain that E.A.'s and F.C.'s are competent to pass the requisite examinations in those Degrees before receiving higher Degrees, and if necessary, to instruct them.

Lodge Fees

11. All dues and prescribed fees shall be determined by a vote of Members at a meeting of the Lodge, upon a Notice of Motion as detailed in By-Law #8. All dues shall be payable quarterly in advance. All dues and prescribed fees shall be reviewed at least annually by a Committee appointed by the Master.

Country and Absent Members

12. Members who reside at a distance in excess of a seventy-five (75) kilometre radius from the Lodge may be constituted as Country Members upon application.

Members who propose being absent from the State for any period exceeding one year may on written application to the Lodge be continued Members with full privileges on payment in advance of the prescribed fee.

Arrears

13. Any Member whose dues are 12 months in arrears shall at once have his attention officially called to this By-law by the Secretary, in writing. Should he not pay his arrears within three months after the issue of such notice he may be dealt with in accordance with the provisions of the Book of Constitutions. Any Member who has been excluded from the Lodge pursuant to this By-law can only rejoin in accordance with the provisions of the Book of Constitutions, and payment of the arrears shall be a condition precedent to election.

Resignation of Members

14. Any Member wishing to resign from the Lodge may do so by notice in writing to the Secretary, a clearance to be granted on condition only that he be clear in the books.

Election of Master and other Officers

15. The Master shall be nominated and elected, by ballot if necessary, at the Regular Meeting in the month of August each year, and other Officers shall be nominated and elected, by ballot if necessary, at the Regular Meeting in the month of September in each year.

Qualification for Office

16. Only Members who are Master Masons and whose dues are paid to the end of the current year and if holding office have attended all Regular Meetings and three-quarters of the Officers' and Practice Meetings (leave of absence granted by the Master to be counted as attendance) shall be eligible for office.

A list of all Members not eligible shall be made by the Secretary and placed before the Master at the commencement of the Regular Meeting when the election of officers takes place.

Members who are 12 months in arrears are not eligible to vote on any question.

Duties of Treasurer

17. The Treasurer shall keep the receipt book and the cash or Treasurer's book specified in the Book of Constitutions. He shall pay all receipts to the credit of an account in the name of the Lodge to be opened with such Financial Institution as the Lodge may direct, and such deposits must not be withdrawn without the joint signatures of any two of himself, the Master and the Secretary.

Benevolent Fund

18. The Fund shall consist of:
 - (a) the full proceeds of Charity Box collections from regular meetings; and
 - (b) a minimum of five per cent of the revenue of the Lodge received from fundraising, donation, or charitable works - providing such revenue was not raised, donated or collected for a specific purpose previously defined by the Lodge or the donor of the funds, prior to its receipt.

The Fund shall be solely for the benefit of worthy poor and distressed Brethren, their widows and orphans, or such other charitable purposes as the Lodge may direct from time to time.

The Master, Secretary and Treasurer for the time being shall be Trustees of the Lodge Benevolent Fund and they shall administer the same subject to the direction and control of the Lodge.

Amounts may be withdrawn from the fund only on the joint signatures of any two of the Trustees.

Audit of Accounts

19. The Treasurer's Accounts shall be audited once a year between the Regular Meetings in December and February by a committee of Auditors duly appointed by the Lodge at the Regular Meeting in November, and such Auditors shall audit the accounts for the year ending 31st December of the year following their appointment.

A Statement of Receipts and Expenditure, a Balance Sheet and a Report on the finances and on the books of the Lodge, all duly signed by the Auditors, shall be presented to the Master at the first regular meeting of the Lodge or as close as is practical thereto in the new year following the year for which the audit was completed. A copy of such Statement of Receipts and Expenditure, Balance Sheet and Auditors Report shall be forwarded to each Member together with his Summons to such Regular Meeting.

Duties of Secretary and Assistant Secretary

20. The Secretary shall issue summonses to all the Members at least five clear days previous to each Regular or Emergency Meeting and five clear days to each Officers' or Practice Meeting specifying the business to be transacted at the same. He shall keep the Application for Membership Book, a Minute Book, a Register of Members Book, and a Suspensions, etc. Register in accordance with the Book of Constitutions. He shall also perform any other duties pertaining to his office according to ancient usage.

The Assistant Secretary shall assist at all meetings and in the absence of the Secretary shall assume that Office.

The Tyler

21. The Tyler shall attend all meetings of the Lodge, shall execute all orders given him by the Master and Secretary; shall take care of the clothing and other property of the Lodge, and shall keep the same in good order under the direction of the Junior Warden; shall not lend or hand over any of the Lodge property to any person, without a written order to do so from the Master, or from the Senior Warden, nor without obtaining a receipt for the same; shall see that every Brother attending a meeting signs his name in the Attendance Book; shall maintain order and quietness in the corridors and adjacent rooms; shall see that the Brethren are properly clothed before admitting them to open Lodge; shall admit no one unknown to himself or not properly vouched for; shall set out and clear the Lodge Room and leave it in a clean and tidy condition; shall receive a salary to be fixed by the Lodge at the Regular Meeting in September.

Members Changing Address

22. Any Member changing his address shall notify the change in writing to the Secretary.

Applications for Relief

23. In urgent cases the Master or Almoner shall have the power, on their own responsibility to grant relief to the extent of \$100.00 from the funds of the Lodge. Other cases shall be referred to the Lodge.

Refreshment at Meetings

24. At any meeting the Master may order reasonable refreshment for the Members and visitors, to be paid for from the funds of the Lodge.

Lodge Property

25. The furniture, jewels, books and other property in accordance with the Book of Constitutions are hereby vested in and declared to be the property of the Trustees for the time being in trust for the sole use and benefit of the Lodge. An inventory of the entire property of the Lodge, condition of furniture and kindred matters, shall be presented to the Master on the day of his Installation and a record of the value of all Lodge property shall be annually submitted to the Audit Committee and embodied in its report.

Any Brother losing damaging or destroying the clothing, furniture, jewels or other property of the Lodge, shall be liable to make good the same if required by the Trustees.

No motion for disposing of any of the Lodge property shall be made unless such motion shall have been tabled at a regular meeting at least one month previously and carried by a majority of Members present.

General

26. Should any Brother misbehave himself so as to disturb the harmony of the Lodge, he may be admonished by the Master, and if he persists may be excluded from the Lodge for that evening, pursuant to the provisions of the Book of Constitutions.

Should any Member infringe these By-laws he shall, after being duly summoned to attend a meeting, be liable to such penalty as the majority of the Brethren present at said meeting shall deem fit and expectant.

In the event of any difference arising as to the proper interpretation of these laws the meeting shall by vote decide the disputed point, which decision shall be final subject to appeal to the Board of General Purposes and Grand Lodge.

By-laws

27. These By-laws shall be binding on every Member of the Lodge and a printed copy of the same shall be supplied to every Member at his admission. They shall not be amended, repealed or otherwise altered unless notice of such amendment, repeal or alteration shall have been tabled at least one month previously, and a copy of it supplied to each Member along with a notice calling the meeting at which it falls to be discussed, and the same be approved by a 2/3rd majority of the Members present at the meeting when such alteration shall be voted on and thereafter sanctioned by the Most Worshipful Grand Master pursuant to the Book of Constitutions.

Ex gratia payments to Secretary and Treasurer

28. The Lodge shall at its October meeting each year make an ex gratia payment to both the Secretary and Treasurer equivalent to their total annual dues for the preceding year during which they have fulfilled the duties of that office. No other honorarium or payment except that of reimbursement for fair expenses shall be claimable or paid.

*Last updated pursuant to amendments passed at a Regular Meeting of the Lodge on 1st May 2009,
duly submitted and approved by the Most Worshipful Grand Master
on the Ninth day of September, 2009 as verified by Certificate No. 0547.*

*J.C. Ashby, W.M.
D. M. Hanney, Secretary*
