

Ottawa Masonic Association



Serving
The Masons of the Ottawa Districts



Constitution and By-Laws

Approved April 30, 2012

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Preamble

For the purpose of securing order and regularity, and with the view of promoting harmony and decorum, the members of the Ottawa Masonic Association, previously operating under the name Past Masters', Masters' and Wardens' Association of the Ottawa Masonic Districts, hereby enact and agree to this Constitution and By-Laws.

1. Name

- 1) The organization shall henceforth be known as the Ottawa Masonic Association of the Ottawa Masonic Districts of Ontario.

2. Logo

- 1) The Logo of the Ottawa Masonic Association is



3. Membership

- 1) All Masons who are members in good standing of Lodges in the Ottawa Masonic Districts, other Ontario Masonic Districts and Grand Lodges recognized by the Grand Lodge of Ancient Free and Accepted Masons of Canada in the Province of Ontario are eligible for membership.
- 2) Any member, who has been suspended from membership in the Craft, shall automatically cease to be a member of the Ottawa Masonic Association. On being restored to membership in the Craft, he shall be restored to membership in the Ottawa Masonic Association on his having given proper notice and proof of his restoration in the Craft.
- 3) Any member who has requested and has been granted a demit from all membership in the Craft, shall automatically cease to be a member of the Ottawa Masonic Association. On being restored to membership in the Craft, he shall be restored to membership in the Ottawa Masonic Association on his having given proper notice and proof of his restoration in the Craft.
- 4) All Masons holding membership in the Past Masters', Masters' and Wardens' Association will automatically become members of the Ottawa Masonic Association.

4. Objectives

- 1) The objectives of the Ottawa Masonic Association are to encourage the continued activity of all Masons to:
 - a) Sponsor and promote inter-District social activities;
 - b) Provide a forum for Masonic education;
 - c) Foster increased knowledge in topical subjects;
 - d) Encourage the advancement of Masonic Welfare; and

e) Offer opportunities for leadership development.

5. Membership Fees

- 1) Any Master Mason who wishes to join the Ottawa Masonic Association shall pay a one-time fee of twenty-five dollars (\$25.00) for membership.

6. Assemblies

- 1) The Ottawa Masonic Association shall hold three (3) Assemblies per year; one (1) in the Fall, one (1) in the Winter, and one (1) in the Spring.
- 2) Notice of the regular Assemblies shall be given to all members either by regular Post or by electronic means (email) not less than forty (40) days prior to the scheduled date of the Assembly.
- 3) Special Assemblies may be called by the President or at the written request of not less than seven (7) members of the Ottawa Masonic Association at a place and on a date to be determined by the President. Special Assemblies shall be held within three (3) weeks of the request and written advance notice shall be provided to all members per paragraph 2) (above).

7. Officers

- 1) The Officers of the Ottawa Masonic Association shall consist of:
 - a) President;
 - b) Immediate Past President;
 - c) Two (2) Vice-Presidents;
 - d) Secretary and Assistant Secretary; and
 - e) Treasurer.
- 2) The District Deputy Grand Masters of Ottawa District 1 and Ottawa District 2 shall become Honorary Presidents immediately on their investiture and hold that honour until their successor has been duly invested.
- 3) The position of the 2nd Vice-President should be held alternately between the Districts.
- 4) Vacancies which occur during the year may be filled for the balance of the term of office by selection and majority vote of the remaining Officers.
- 5) On the recommendation of the Secretary or President, the Officers may appoint an Assistant Secretary.
- 6) The Officers shall create such Ad Hoc Committees and appoint the Committee Chairmen as they deem necessary for the conduct of the Ottawa Masonic Association's business.

- 7) Candidates for President must have served in at least two (2) other Offices.

8. Duty of Officers

- 1) The President shall
 - a) Preside over all meetings of the Officers and all Assemblies;
 - b) Be an ex-officio member of all Committees; and
 - c) Plan, with the Executive, suitable programming for the various Assemblies.
- 2) The Immediate Past President shall
 - a) Act as the Editor of the Association's newsletter, Lux Et Tenebris; and
 - b) Chair the Bursary Committee, which consists of the President, two (2) other Officers and two (2) members at large.
- 3) The 1st Vice-President shall
 - a) Assist the President and assume the Chair in his absence; and
 - b) Appoint the Curling and Golf Committee Chairmen and act as an ex-officio member thereof.
- 4) The 2nd Vice-President shall
 - a) Assist the 1st Vice President and assume the Chair in the absence of the President and 1st Vice President;
 - b) Promote, recruit and encourage active attendance and involvement of the members; and
 - c) In conjunction with the Secretary, engage the District Lodges to appoint Lodge Representatives to the Association and keep them apprised of the on-going business and activities of the Association.
- 5) The Secretary shall
 - a) Collect all monies owing the Association and hand over the same to the Treasurer;
 - b) Following the Spring Assembly and prior to September 1st, request each Lodge Secretary from the Ottawa and West Quebec Districts to provide the Association with the Contact Information of his Lodge's Representative to the Ottawa Masonic Association;
 - c) Maintain an up-to-date membership list as well as a current list of Lodge Representatives to the Association;
 - d) Prepare and send notices of each Assembly to each Lodge Secretary not later than forty-five (45) days prior to each Assembly for inclusion in the Lodge summons and distribution to its members;
 - e) Arrange for reservations, and tickets if necessary, for each Assembly and distribute the same to each Lodge or its Representative requesting timely feedback with respect to attendance;

- f) Liaise with the Editor of the Lux Et Tenebris Newsletter for preparation, printing and distribution to all members not later than two (2) weeks prior to each Assembly; and
 - g) Receive and answer all correspondence.
- 6) The Treasurer shall
- a) Maintain the financial records and such accounts with such financial institutions as the Officers may direct; and
 - b) Receive all monies collected by the Secretary or any other Officer.
- 7) The Assistant Secretary (if appointed) shall
- a) Record the minutes of each Assembly and Officers' Meetings; and
 - b) Assist the Secretary as and when necessary and perform the Secretary's duties in his absence; and
 - c) Liaise with the District Webmasters to maintain useful and up-to-date information on the District Websites.

9. **Business and Administration**

- 1) In the transaction of business, four (4) members shall constitute a quorum of the Executive and fifteen (15) members shall constitute a quorum at any Regular or Special Assembly.
- 2) In the case of absence of the President and Vice Presidents, the remaining Officers shall select a presiding Officer for the Assembly.
- 3) A summary of the Minutes of every Assembly shall be read at the next Regular Assembly.
- 4) In all matters not herein provided for, a vote may be taken by a show of hands, or, if necessary, by a standing vote.

10. **Finances**

- 1) Signing Officers for the instruments required for all financial transaction shall include at least two of the following officers: the President, Secretary and Treasurer. Two procedures shall exist: one to accommodate traditional banking, and the other to accommodate on-line banking.
 - a) **Traditional Banking.** Written authorization to complete the transaction, signed by the President or Secretary shall be issued to the Treasurer. The specific details of the transaction shall accompany the authorization. The Treasurer shall then prepare and sign the cheque, then return the authorization form and the cheque to the Secretary for his signature (or the President's) such that it may be mailed or turned over to the addressee. The Treasurer shall retain a copy of the authorization for his records,

- b) **On-line Banking.** Written authorization to complete the transaction, signed by the President or Secretary shall be issued to the Treasurer. The specific details of the transaction shall accompany the authorization. The Treasurer shall then access the on-line banking system in order to complete the transaction as authorized. The transaction confirmation record shall be printed and filed with the authorizing document. The Treasurer shall retain a copy of the authorization for his records.
- 2) Committees requiring operating funds shall be advanced such funds as are deemed necessary by the Officers. Any and all surplus funds generated by their activities shall be returned to the Treasurer accompanied by such written accounting as the Treasurer and the Association's Auditors may require.
- 3) Expenditures other than those deemed "normal operating expenditures" shall require a simple majority vote at any regular assembly. Normal operating expenditures shall include: catering expenses, newsletters, stationary supplies, postage and sundries up to \$100 cumulatively between Regular Assemblies.
- 4) Any substantial expenditures shall require notice to the Executive Committee not less than forty-five (45) days before any Assembly at which such expenditures would be authorized and shall be reported in the Regular Notice for the Assembly.

11. Annual Meeting

- 1) Prior to the Annual Spring Assembly, the Officers shall nominate from their membership and/or from the membership at large, the Officers, two (2) Auditors, and two (2) members at large for the Bursary Committee.
- 2) Additional nominations for any office may be made from the floor at the Annual Meeting.
- 3) Officers and Auditors shall be elected by open vote or ballot as selected by the Chairman at the Annual Meeting and shall assume their offices at the induction of the President.
- 4) The Officers shall recommend to the Annual Meeting, the amount of Annual Honorarium to be paid to the Secretary, which amount shall not be less than fifty dollars (\$50.00).

12. Amendments

- 1) All proposed amendments to the Constitution and By-Laws must be submitted, in writing, by Notice of Motion at a Regular Assembly. Such Notice of Motion shall be included in the Assembly Notice for the Annual General Meeting at which it is to be discussed and voted on. A two-thirds majority vote of the members present and voting at such meeting shall be required for acceptance of the Amendment.

13. Distribution of Approved By-Laws

- 1) The By-Laws and amendments thereto, once approved, will be published in Portable Document Format (PDF) on the Ottawa Masonic Association web site.

14. Authorization

- 1) This Constitution and By-Laws are effective as of Monday, the 30th day of April 2012.

(Original Signed By)
< André McArdle >

André McArdle
President
Ottawa Masonic Association

(Original Signed By)
< David Snowdon >

David Snowdon
Secretary
Ottawa Masonic Association

